Modern Pitmanic Shorthand

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Modern Pitmanic Shorthand

An Improved Shorthand Text-book, containing the most rapid, most legible and most approved Pitmanic Principles to be found anywhere, regardless of the system to which they belong

Designed for use in

Business Colleges, Academies, Public Schools

and everywhere else that Shorthand is taught

also

For Use as a Self-Instructor

By all persons who wish to learn Shorthand without attending school

by

S. Irving Strayer

Twelfth Thousand

Revised and Enlarged

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THE MODERN TEXT-BOOK CO.
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1907

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By
S. IRVING STRAYER.

PREFACE.

A casual glance at Modern Pitmanic Shorthand, will enable you to see that it is very different from other shorthand text-books, and a careful examination of it, we believe, will interest you in it.

What is claimed for Modern Pitmanic Shorthand, is originality in the method of arranging, illustrating, and presenting the phonographic principles known as Pitmanic Shorthand.

Modern Pitmanic Shorthand contains all of the best principles from the Pitmanic systems, together with a few good ideas not found in any other publication. The fact that the system is not new but is simply a combination of the best principles of the standard systems, gives complete assurance that the system possesses all the possibilities of speed and legibility possessed by those systems, which are used by probably ninety per cent. of the expert stenographers of the United States.

There is no other way to teach so quickly, so thoroughly, so successfully, as by illustrating. Seeing and understanding, is knowing. Modern Pitmanic Shorthand illustrates more fully than any other shorthand text-book.

With most shorthand text-books, the student, after reading a rule, must form mental pictures of what most of the letters of the alphabet would look like, with the addition referred to in the rule, but with Modern Pitmanic Shorthand, after he reads the rule, he can see just what each letter of the alphabet looks like with the addition, and seeing the forms or outlines, he knows them with a certainty such as never follows vague mental pictures.

In most shorthand text-books, there are exercises containing hundreds of words which stenographers never have occasion to write, and considerable time is usually spent in learning and practicing them; but in Modern Pitmanic Shorthand, the exercises are all made up of words in common use, and consequently, while the student is learning the principles of shorthand, he is at the same time becoming well acquainted with the correct outlines for the words he will use most, and will accordingly acquire a high rate of speed in writing shorthand and be able to read his shorthand notes readily, much sooner than he could by any other method.

The so called "Corresponding Style," which is taught first in most shorthand text-books, only to be dropped for the "Reporting Style" after the student has spent from one to three months in learning it, is omitted entirely from this book. In Modern Pitmanic Shorthand, the "Reporting Style" is taught from the first lesson. The student learns everything the shortest and best way the first time he learns it, and never has occasion to change his method of writing any word.

Persons using Modern Pitmanic Shorthand will not find it necessary, as those using other text-books usually do, to purchase two or three additional books and a shorthand dictionary in order to prepare for reporting or any other high grade work. This one book contains all of the shorthand principles that it is necessary to learn in order to become an expert stenographer.

The "Experts' Methods" which are a prominent feature of Modern Pitmanic Shorthand, are the short-cut methods used by the most expert stenographers in the world. These Experts' Methods alone will be worth many times the retail price of this book to writers of any of the Pitmanic systems. You can get an idea of what experts think of Modern Pitmanic Shorthand by reading the letters from some of them which we present on the last three pages of this book.

All that is asked for Modern Pitmanic Shorthand is that teachers will examine it thoroughly, compare it with other shorthand text-books, and then induce the proprietors or directors of the schools in which they teach, to adopt the text-book which they believe will enable students to become expert stenographers in the shortest time.

The author takes this opportunity to again acknowledge his indebtedness to former shorthand authors, without whose work his own would have been impossible; and to thank his large number of stenographic friends for their many valuable suggestions concerning the good points from various systems, which should appear in a work of this kind; and would add that he already feels repaid for the time and labor expended in its preparation, by the knowledge that it will make the learning of shorthand an easy and pleasant task to the large number of students who may be fortunate enough to have Modern Pitmanic Shorthand placed in their hands.

LESSON I.—THE ALPHABET.

1. **Alphabet.** The entire Shorthand Alphabet appears in this lesson. In front of each Shorthand letter is a word telling the direction in which it should be written and after each letter is its name. Every letter in the Alphabet should be learned so thoroughly that it can be read at sight and can be written from dictation without the slightest hesitation. One or more of these letters will occur in every word you will ever write in Shorthand and how can you expect ever to be able to write rapidly, or to read what you write, if you do not know the Alphabet thoroughly? A hint to the wise is sufficient.

2. **Size.** The letters of the Alphabet, and all other Shorthand characters, should be made as nearly as possible just the size they appear in this text-book. Note particularly, that the little letters are only one-fifth as long as the large letters, which is just about as short as they can easily be made and yet the direction or curve show distinctly in each letter.

3. **Names.** For convenience call **ch, cha;–g, ga;–rm, rem;–mp** or **mb, emp;–ng, ing;–sh, ish;–** and pronounce **oi, oo, ow,** and **aw** each as a syllable. All other letters are pronounced just as in the English Alphabet.

4. **Upward.** Commit to memory that **r, rm, l,** and **sh,** of the large letters, and **u, ah, y,** and **w,** of the small letters, are written upward. That is the general rule, but **l** and **sh** may be written downward after other letters whenever that is easier, and **u** and **w** may be written either up or down when joined to other letters.

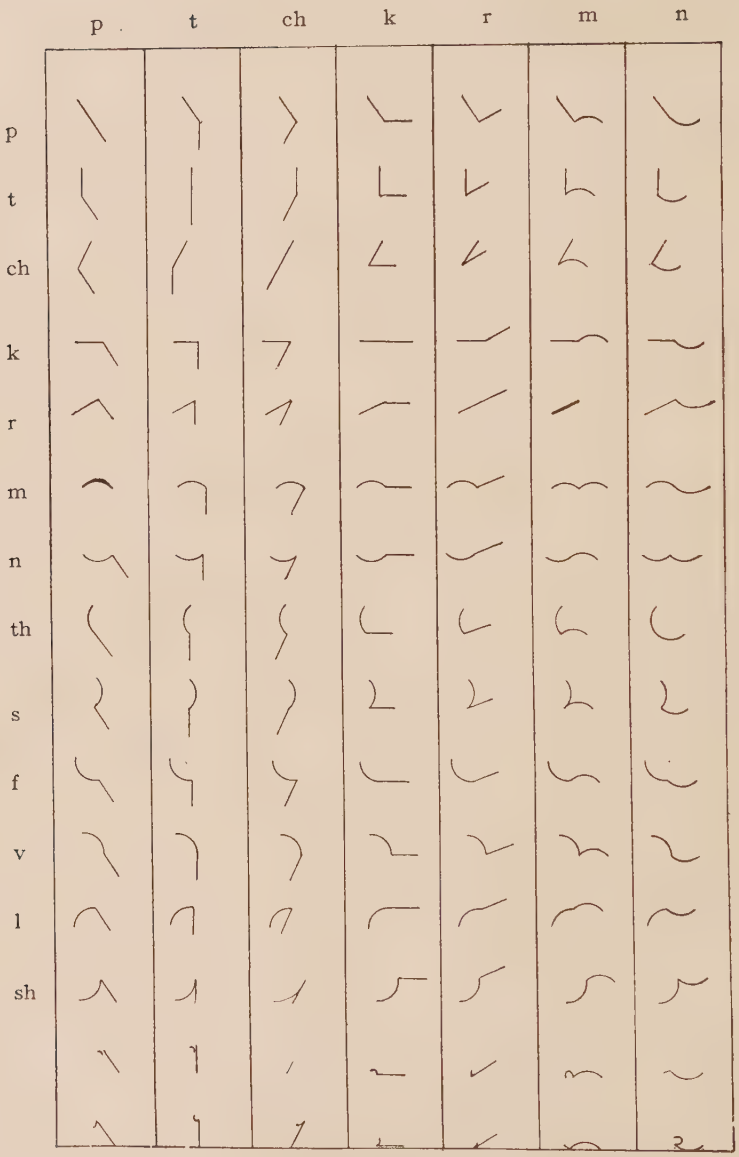
5. **Practice.** The best way to learn the lessons is to understand the printed instructions thoroughly, and then to form each

character correctly and rapidly several times in succession. It is a good plan to fill an entire line in your note-book with each outline, pronouncing the character aloud or thinking of its pronunciation each time you write it. When you have finished a lesson once that way, start at the beginning and go over it again in just the same way. Repeat that operation until you can write every character in the lesson accurately and quickly and can read every character in the lesson without the slightest hesitation. The pencil should be held between the first and second fingers in writing Shorthand. The directions just given as to the best way to learn lessons, apply to all of the lessons in the book.

6. **Lesson I.** In learning this lesson it is best to practice the letters in pairs. First fill a line in your note-book with **p** and **b**, writing one after the other until the line is full. Then fill a line with **t** and **d** in the same way, and so on. We have found that the Alphabet can be learned easiest and quickest by studying it in sections, instead of trying to learn it all at once. First learn the ten straight letters from **p** to **rm.** Do not study any other letters until you know those thoroughly. Then learn the six curved letters from **m** to **s.** After that the four curved letters **f, v, l, sh.** Then **x, tw, c,** and **kw.** After that the ten little straight letters, **i** to **ah.** Then **wh, h, y, w,** and **z.** Do not leave any one of those sections until it has been fully mastered, and after mastering each section review all previous sections before proceeding to the next section. When the Alphabet has been learned, the practice in joining letters, on pages ten and eleven, will be almost like play. Practice those pages first by following the horizontal lines, then by following the perpendicular columns. Each time fill a whole line in your note-book with each outline. This drill, if practiced faithfully, will fix the Alphabet in your mind, will show you just how the letters should be joined, and will help you wonderfully in all of your future lessons. Do not slight it.

Written.	Letter.	Name.
Down.		p.
Down.		b.
Down.		t.
Down.		d.
Down.		ch
Down.		j.
Forward.		k.
Forward.		g.
Up.		r.
Up.		rm.
Forward.		m.
Forward.		mp. mb.
Forward.		n.
Forward.		ng.
Down.		th.
Down.		s.
Down.		f.
Down.		v.
Up.		l.
Up.		sh.
Forward.		x.
Forward.		tw. dw.
Down.		c.
Down.		q. kw.

Written.	Letter.	Name.
Down.		i.
Down.		oi.
Down.		a.
Down.		oo.
Down.		e.
Down.		ow.
Forward.		o.
Forward.		aw.
Up.		u.
Up.		ă.
Down.		wh.
Down.		h.
Up.		y.
Up.		w
		z.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WRITING EXERCISE.

1. b l.	6. t ch.	11. w v.	16. o d.	21. rm d.
2. r ch.	7. k th.	12. k t.	17. a sh.	22. r p.
3. k k.	8. f f.	13. p mp.	18. k mp.	23. j rm.
4. l th.	9. tw ng.	14. kw v.	19. th ch.	24. l l.
5. j k.	10. w d.	15. h r.	20. m t.	25. f sh.

QUESTIONS.

Which letters are written upward? Which downward?

When may **l** and **sh** be written downward? **U** and **w?**

Which of the large letters are light lines? Which shaded lines?

Which of the small letters are light lines? Which shaded lines?

Which large letter does each small letter resemble?

Can you read every combination of letters found on the two preceding pages without the slightest hesitation?

Can you write every letter of the alphabet, when pronounced out of regular order, without the slightest hesitation?

SUGGESTIONS.

Make all of the letters which are not shaded as light as possible, and all of the shaded letters dark enough so that any one seeing them will know positively that they are shaded. Learn to make the small letters so small, that by actual measurement they will not be a bit larger than the characters given in the alphabet of the book.

Make **th** and **f,** and **s** and **v,** different from each other.

Make the large letters of uniform length and not too long.

In learning shorthand, do not allow yourself to become discouraged. Scarcely anything that is worth having, can be gotten without labor, and ability to do shorthand work is no exception to the rule, but by following the plan laid down in this book you will avoid some of the difficult places, find others made easy, and save half the time required by other methods to become a good stenographer.

Work faithfully according to directions, and success is sure

LESSON II.—POSITION WRITING.

7. **Positions.**—The first position is above the line (see line 1, next page). The second position is touching the line (see line 2). The third position is crossing the line, for all letters except **k, g, m, n,** and the small letters, which are written under the line for third position (see line 3).

8. **Vowels.**—The first place vowels are **e, i, oi,** as in beet, bet,–bite, bit,–boil. The second place vowels are **a, o,** as in bait, bat, bark, bawl,–boat, boss. The third place vowels are **u, oo, ow,** as in beauty, but,–booty, book,–bound.

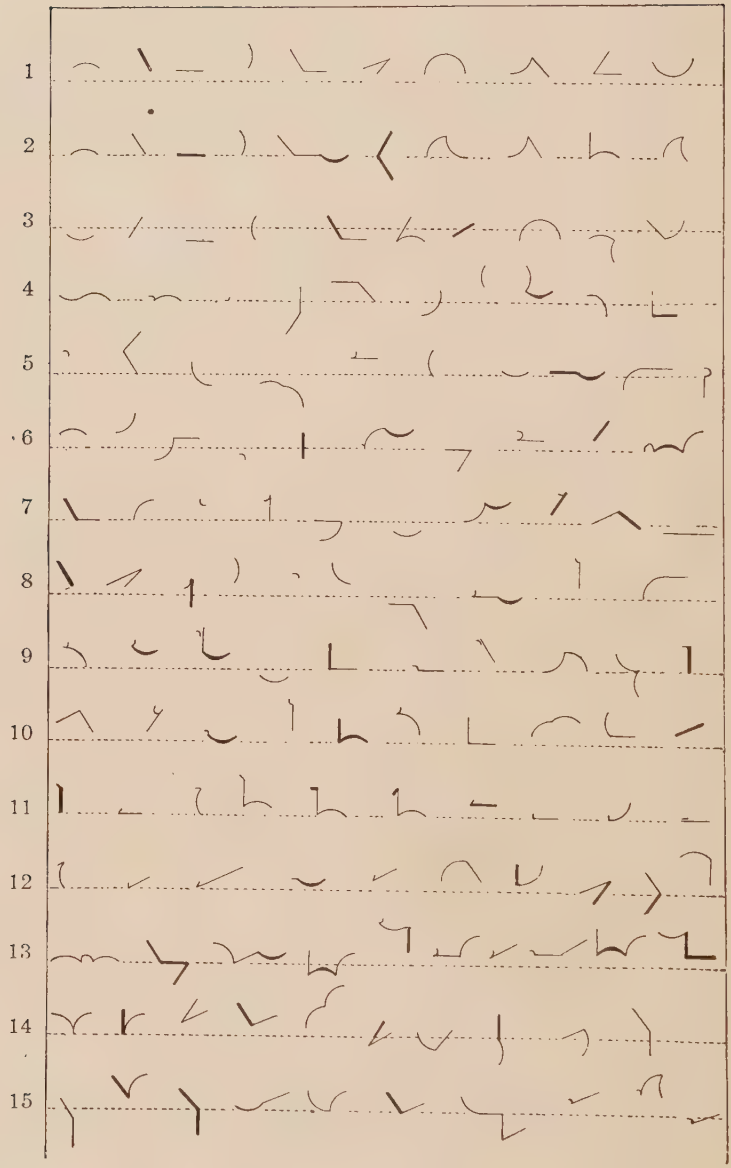
9. **Positions and Vowels.**—When a letter is written in the first position, either of the first place vowels may be read after it (see line 1). When in the second position, either of the second place vowels (see line 2). When in the third position, either of the third place vowels (see line 3). When a word begins with a small letter, followed by a large letter, the large letter is placed to show the position (see line 7), but when two large letters are joined, the first letter shows the position and it does not matter what position the other letter is in.

10. **Spelling.**—Spell all words just as they sound.

11. **When a word begins with a vowel,** that vowel is frequently written and the vowel following the consonant is indicated by the position (see line 11), but sometimes in familiar words, the initial vowel is omitted or indicated by the position of the first letter, as **m** in the first position for the syllable **im; n** in the first position for **in;** or **b** in the second position for **ob.**

12. **Only one vowel** of a word is ordinarily indicated and usually that is the vowel following the first consonant (see line 13).

13. **Last Syllables.**—In other lessons you will learn shorter ways to add many of the consonants when they follow other consonants and for that reason, from now on, when a word consists of two or more strokes and the last consonant is written as you learned it in the alphabet, you may make it form a syllable if you can by reading **y** or any vowel after it when you spell the word (see lines 14 and 15).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15

KEY.

1. Me, by, key, see, pick, reach, live, sheep, check, fish.

2. May, pay, go, say, packing, job, laugh, shop, tame, lath.

3. Now, chew, cow, thou, book, chum, room, love, mouth, push.

4. Name, home, way, touch, keep, shoe, thy, seeing, view, tug.

5. High, cheap, few, move, week, they, know, going, look, quote.

6. My, she, shook, how, do, hauling, catch, quick, joy, example.

7. Back, law, why, wait, cash, new, showing, wedge, rob, cook.

8. Be, rich, wood, sigh, he, fee, cup, walking, wheat, lock.

9. Wave, wing, heating, knew, dock, hack, heap, shave, faith, odd.

10. Ripe, twitch, hang, white, damp, weave, tack, lime, thick, ream.

11. Ida, echo, oath, item, autumn, atom, egg, ache, ash, oak.

12. Youth, air, error, owing, ear, leap, dish, rage, page, empty.

13. Maxim, baggage, varying, tumble, window, weekly, weary, hickory, temple, indigo.

14. Valley, daily, cherry, berry, lily, jury, fury, daisy, rosy, pity.

15. Putty, below, body, narrow, follow, borrow, factory, higher, healthy, hurry.

WORD-SIGNS.

1. is, his.
2. as, has.
3. was.

1. of.
2. I, the.
3. to, too.

1. or.
2. a, an.
3. but.

1. ought.
2. all.
3. should.

2. also.

2. always.

1. on, owe.
2. and, hand.
3. beyond.

1. you.

1. why.
2. where.
3. when.

1. here.
2. who.
3. whom

1. year, yet.
2. yes.
3. young.

1. with.
2. were, one, away.
3. would.

1. help.
2. hope
3. up.

1. being, been.
2. object.
3. to be

1. it
2. what, take
3. at, out, took

1. dollar, head.
2. had.
3. today, to do.

1. each.
2. which.
3. much.

1. oblige.
2. advantage.
3. large.

1. county, company.
2. can, came, come.
3. common.

1. give-n.
2. gave,
3. together.

1. your.
2. are.
3. our, hour.
4. her.

1. many.
2. am, make.
3. him.

1. important (ce).
2. improve-d-ment.
3. move-d-ment.

1. in, any.
2. own.

1. thing.
2. language.
3. a-long.

1. if, effect.
2. for, fact, favor.
3. from.
4. heretofore.

1. ever, every.
2. have, half.
3. however.

1. well.
2. will,
3. while, allow.

1. ship-ed-ment, wish-e-d.
2. shall.
3. usual-ly, issue.

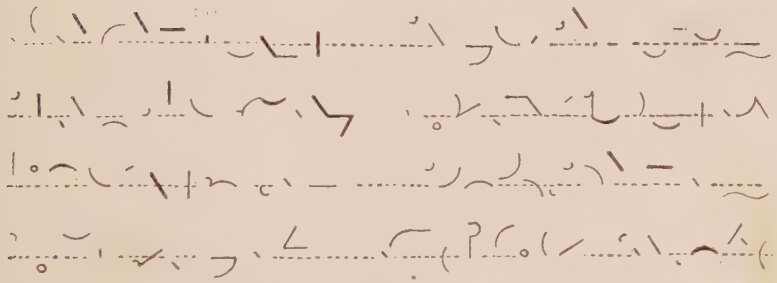
1. think.
2. thank.
3. them.

Other word-signs on pages 34, 42, 52, 53, and 62.

BECOME AN EXPERT.

14. **May be.**—The shorthand letter **mp** or **mb** is used for the words **may be** in writing shorthand (see the first four characters in line 3, page 46).
15. **Word-signs.**—Learn the word-signs in this and succeeding lessons so thoroughly that you can write each of them without hesitation upon hearing the word and can read them at sight.
16. **Exercises.**—Practice writing both the Reading and Writing Exercises, in this and succeeding lessons, in shorthand, until you can write them rapidly and read them easily from your own shorthand.

READING EXERCISE.



WRITING EXERCISE.

1. It is important for you to be here on time.
2. You always think the thing to do, is beyond your reach.
3. The favor will oblige me, and help you, and be to our advantage.
4. If what you wish is here, you may have it and may take all you can carry away.
5. If I were you, I would see where they came from.

QUESTIONS.

What are the third place vowels? The first place? The second place?

Where is each of the positions?

Words beginning with a vowel are written in what position?

When may **y,** or a **vowel,** be supplied at the end of a word?

How are words spelled in shorthand?

LESSON III.—CIRCLES AND LOOPS.

17. **S Circle.**—**S** may be represented at the beginning or end of any letter by a small circle (see columns **s–** and **–s**, next page).

18. **Ses Circle.**—**Ses, zez, ces,** and similar sounds, may be represented at the beginning or end of any letter by a large circle (see columns **ses–** and **–ses**).

19. **St Loop.**—**St** may be represented at the beginning or end of any letter, by a loop about one-half the length of the letter (see columns **st–** and **–st**).

20. **Str Loop.**—**Str** may be represented at the beginning or end of any letter by a loop about three-fourths the length of the letter (see columns **str–** and **–str**).

21. **Side.**—The **s** and **ses circles,** and the **st** and **str loops** must be formed on the right hand side of **p, b, t, d, ch,** and **j** (see line **p, t, ch**); on the upper side of **k, g, r, rm** (see lines **k, r**); and on the inner side of curved letters (see lines **m, n, th, s, f, v, l, sh**).

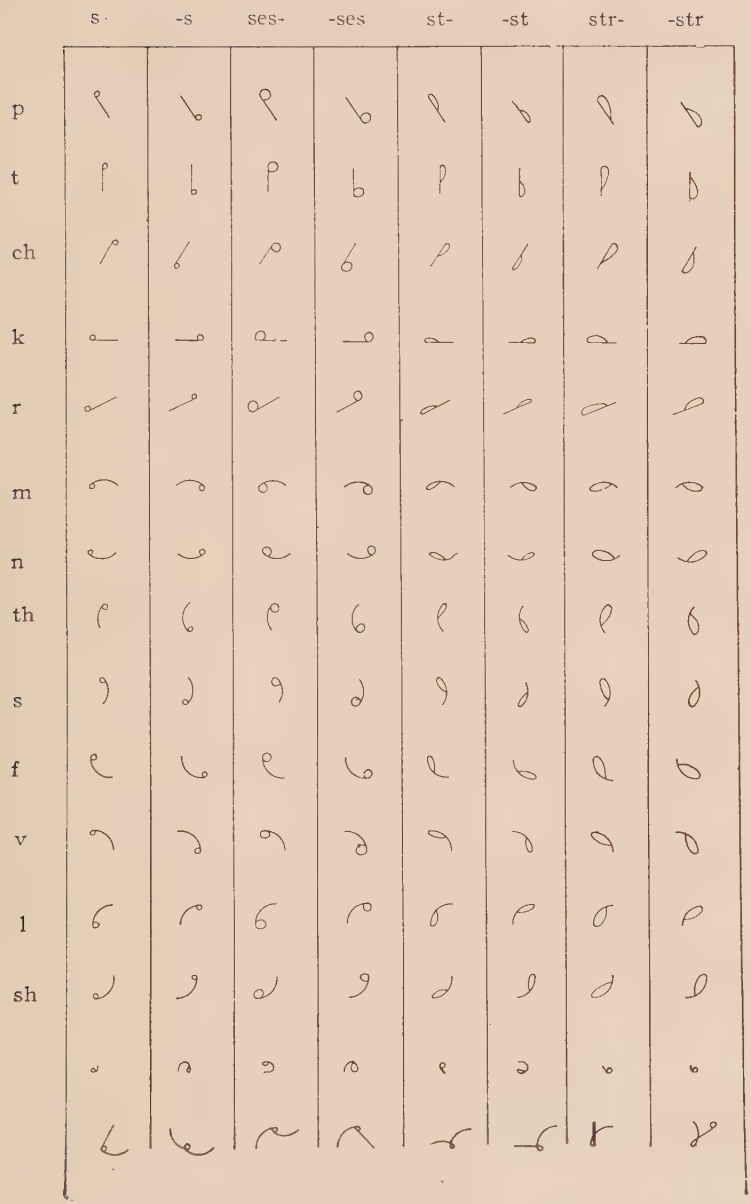
22. **Exception.**—When the **s circle** occurs between two strokes, it may be formed on the wrong side when more convenient; as in the words **desk** and **despise** (see line 15, page 18).

23. **The stroke s** is used when **s** is the first consonant of a word and is preceded by a vowel, and when **s** is the only consonant stroke in a shorthand syllable (see line 12, page 18). In shorthand, for convenience in expressing the approximate sound of words with as few strokes as possible, words are frequently slurred and divided into syllables differing from the divisions in correct English, as, ser-yus for se-ri-ous, gros-ries for gro-cer-ies, etc.

24. **Sd.**—The **st loop** is sometimes used for **sd** (see line 13).

25. **S circle and stroke t** should be used when the **t** or the **s and t** represents a syllable (see line 14).

26. **Practice** the exercise in joining circles and loops.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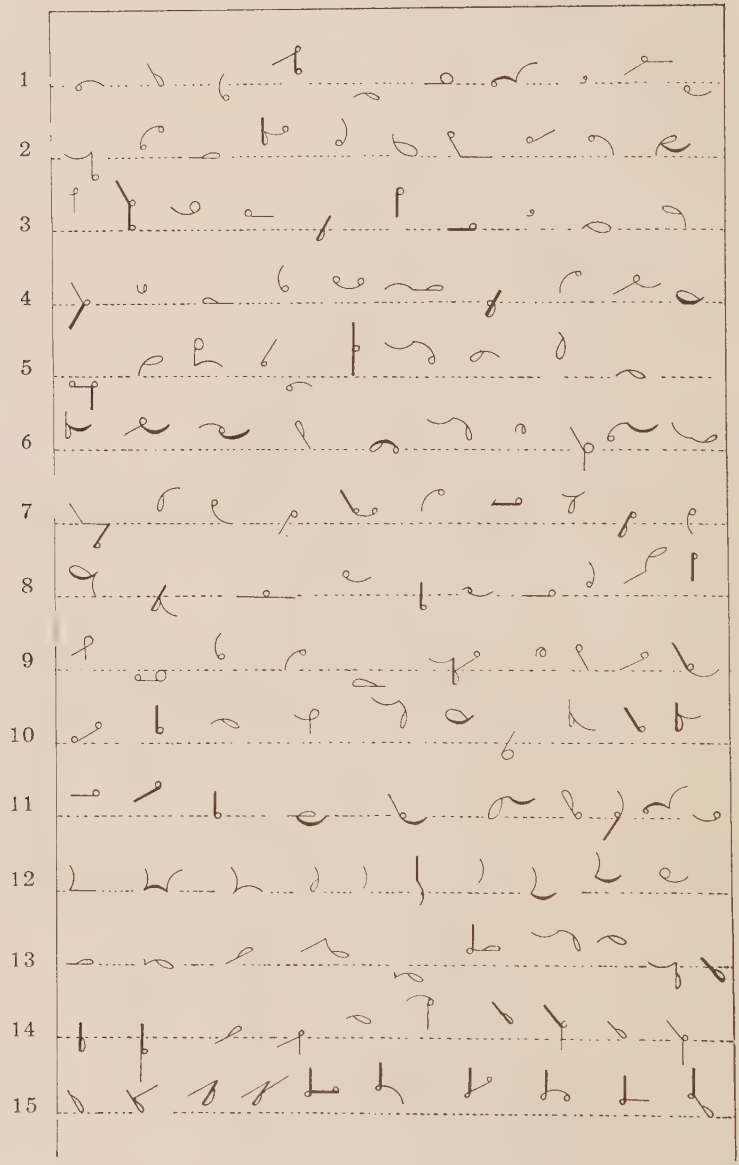


KEY.

1. Same, past, thus, resides, must, cases, sample, ways, risk, soon.

2. Notice, sells, cost, distance, size, faster, spoke, sir, save, lasting.

3. West, besides, noises, seek, just, side, gas, wise, master, stove.

4. Passage, twist, stock, this, since, mixed, justice, less, reason, strong.

5. Succeed, last, system, choice, some, decide, invoice, steam sister, most.

6. Testing, rising, missing, stop, stamps, invest, exist, possessed, selling, finest.

7. Packages, still, safe, such, business, lease, eggs, enlist, suggest, south.

8. Strength, justify, cask, sign, does, hasten, cause, cease, earliest, said.

9. Resist, success, these, loss, struck, industries, excess, soap, raise, basin.

10. Source, dies, moist, necessity, insist, string, chooses, testify, boys, destiny.

11. Keys, reams, days, costing, passing, strolling, straps, sausage, simply, knows.

12. Ask, assembly, assume, assist, say, dizzy, see, saying, seeing, season.

13. Caused, amazed, raised, refused, amused, discussed, invoiced, missed, noticed, abused.

14. Dust, dusty, rust, rusty, mist, misty, best, bestow, paste, pasty.

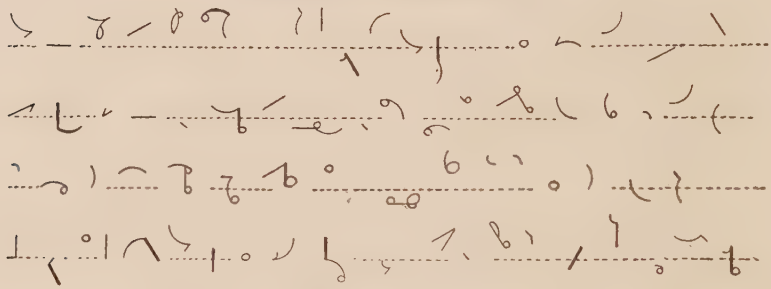
15. Pastor, pastry, register, registry, disguise, deceive, desires, dismiss, desk, disposed.

EXPERTS' METHODS.

27. **Phrasing.**—In writing shorthand, words which occur frequently in succession, are often joined together. If it is necessary to take either of the words out of its proper position in order to join them, the word which can be read easier out of its own position is moved. You will see illustrations of phrasing in the Reading Exercises in this and succeeding lessons, and should practice it in writing the Writing Exercises when the words are joined by hyphens.

28. **Us.**—The **s circle,** when joined to other words, is frequently used for **us.**

READING EXERCISE.



WRITING EXERCISE.

1. If you wish to buy silks, this –is the store at which to –do your shopping.
2. Lessons missed by your absence, are lessons lost by –you.
3. You –should twist the straps thus, if –you wish them to stay where –you have them.
4. Some –where and some –how things will –be fixed for the best.
5. This –is the –last one of –this list on –this page.

QUESTIONS.

On which side of each letter should the circles and loops be formed?

What is the exception? When is the **stroke s** used?

When are circles and loops formed at the beginning and when at the end? How do the circles and loops differ from each other?

LESSON IV.—INITIAL HOOKS.

29. **L Hook.**—**L** following any letter may be represented by a small hook at the beginning, on the right hand side of **p, b, t, d, ch, j**; the upper side of **k, g, r, rm,** and the inner side of curved letters (see column –1, page 23.)

30. **Rel Hook.**—**Rel** following any letter may be represented by a large hook at the beginning, on the right hand side of **p, b, t, d, ch, j**; the upper side of **k, g, r, rm,** and the inner side of curved letters (see column –**rel**).

31. **R Hook.**—**R** following **p, b, t, d, ch, j,** or **k, g, r, rm,** may be represented by a small hook at the beginning, on the left hand side of **p, b, t, d, ch, j,** and the under side of **k, g, r, rm. R** following curved letters may be represented by simply shading them; except **m** and **n,** which have a small hook at the beginning besides the shading (see column –**r**).

32. **Ler Hook.**—**Ler** following **p, b, t, d, ch, j,** or **k, g, r, rm,** may be represented by a large hook at the beginning, on the left hand side of **p, b, t, d, ch, j,** and the under side of **k, g, r, rm. Ler** following curved letters may be represented by using the large hook at the beginning, and shading the letter (see column –**ler**).

33. **S Circle Within Hooks.**—**S** before any letter and **l, rel,** or **ler,** following the letter, may be represented by forming the **s circle** within the desired hook on that letter (see columns **s –l, s –rel,** and **s –ler**).

34. **R Hook Included.**—**S, st,** or **str** before any straight letter and **r** following the letter may be represented by forming the **s circle, st loop,** or **str loop** where the **r hook** belongs (see the first five horizontal lines in columns **s –r, st –r,** and **str –r**).

35. **R Added By Shading.**—**S, st,** or **str** before and **r** following any curved letter except **m** or **n,** may be represented by forming the **s circle, st loop,** or **str loop** at the beginning of the letter and shading the letter (see the bottom half of columns **s –r, st –r, str –r**).

36. **M and N Rule.**—**S** before and **r** following **m** or **n**, may be represented by forming the **s circle** within the **r hook** on **m** or **n. St or str** before and **r** following **m** or **n**, may be represented by forming the **st loop,** or the **str loop** at the beginning of **m** or **n,** and adding the **r stroke** after **m** or **n.** (See illustrations in **m** and **n** lines, **s –r, st –r,** and **str –r** columns).

37. **When Read.**—Circles and loops are always read where written. Hooks are always read after the letter on which they are formed. When the circle is placed inside of the initial hook, the circle is read first, then the letter represented by the stroke and after that the hook. When the circle or loop is placed so that it includes the **r** hook, the circle or loop is read first, then the letter represented by the stroke, and after that the **r** hook.

38. **No Hooks** are ever formed at the beginning of **mp** and **ng.**

39. **Observe** that all the hooks learned in this lesson are always formed at the beginning of the letter.

40. **L or r following any small letter,** may be indicated in the same way as following the large letter of the same shape.

41. **The stroke l or the stroke r** should be used when the **l** or the **r** represents a syllable (see line 14, page 24).

42. **Practice** the exercise in joining hooks by perpendicular columns, then by horizontal lines; and practice them until you can form them accurately and rapidly before advancing to the words in the lesson.

-l
-rel
-r
-ler
s-l
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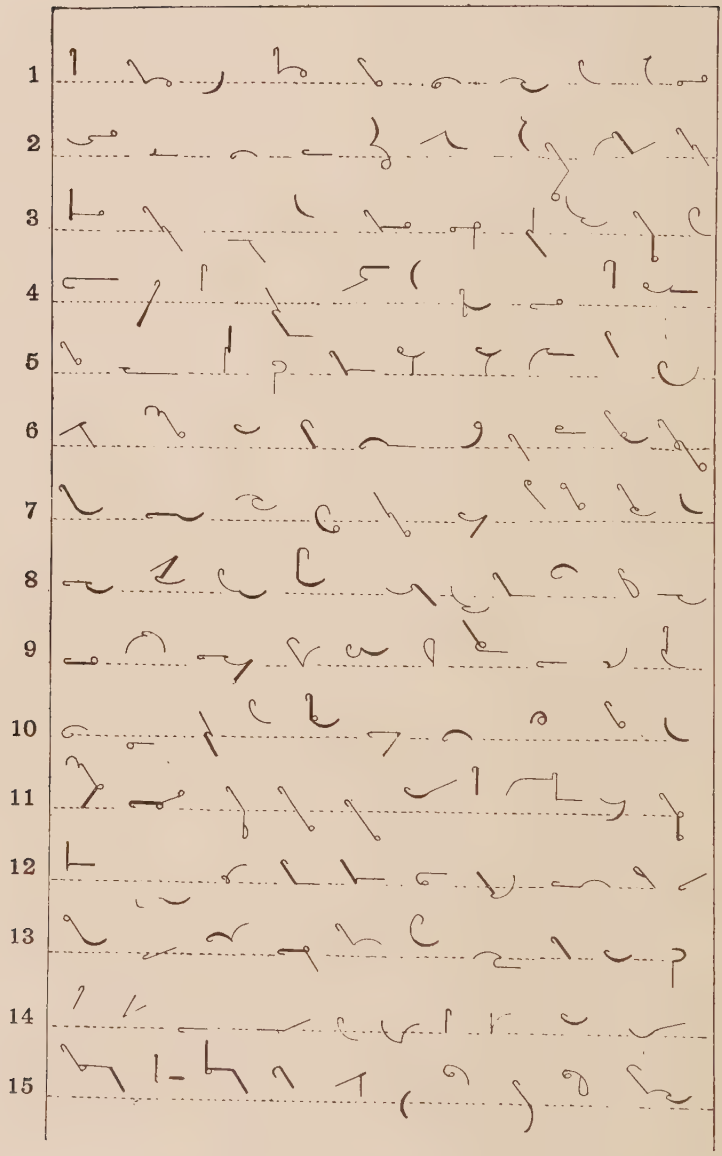
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KEY.

1. Dear, promise, sure, terms, place, small, manner, fail, worth, scarce.

2. Increase, work, mail, call, services, refer, whether, purchase, laborer, prepare.

3. Decrease, proper, couple, fire, progress, scarcity, table, final, produce, frail.

4. Clerk, charge, tell, public, regular, there, trusting, course, dealer, single.

5. Price, o'clock, detail, quality, broker, central, nearly, legal, bill, flourish.

6. Reply, express, near, barrel, mark, shares, pure, skill, pleasing, prosperous.

7. Bring, growing, mineral, flowers, papers, knowledge, supply, surprise, personal, fear.

8. Corner, original, following, drilling, neighbor, funnel, break, miller, plaster, canal.

9. Glass, level, chronology, parallel, dwelling, straighter, bicycle, care, harsh, trifle.

10. Moral, secure, payable, fill, dressing, carriage, more, exercise, please, far.

11. Expressage, groceries, protest, propose, purpose, nearer, dry, electric, insure, proceeds.

12. Degree, coloring, wholesale, black, baker, scholar, bushel, claim, stopper, rare.

13. Spring, rule, merely, grasp, prime, thrilling, mackerel, bear, nor, quart.

14. Cheer, cherry, car, carry, full, fully, tale, tallow, near, narrow.

15. Prescribe, disagree, describe, boiler, retail, through, several, policy, civilized, preliminary.

EXPERTS' METHODS.

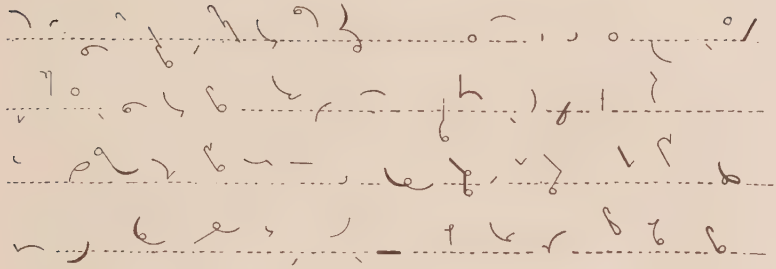
43. **Will, All, Are, Our.**—The l **hook** is frequently used for **will** or **all,** and the **r hook** is frequently used for **are** or **our** (see line 4, page 46).

44. **You –the.**—In the first lesson you learned that the letter **u,** when joined to other letters, might be written either up or down. In the third lesson you noticed that that applies to the **word-sign you** as well as to the **letter u.** In this lesson learn that the letter **u,** written either up or down, when joined to another word, may be used for **the** as well as for **you.** The sense of the sentence always enables one to tell when to read the sign **you** and when to read it **the.** When the word **you** is not joined to any other word it is always represented by the **letter u written upward.** When the word **the** is not joined to any other word it is always represented by its own word-sign, **i in the second position.** In the majority of cases one or the other of the forms for **the** or **you** will join easily and in all such cases the **the** or **you** should be joined to save time, which is the object in all phrasing. Be sure to remember that **you** has only two forms, the **letter u written up or down,** and that **the** has three forms, **the word-sign the,** and **u written either up or down.** (See the first character and last six characters in line 11, page 46. Also see all except the last character in line 1, page 48).

45. **A, an –and.**—The word-sign for **a** or **an** and the word-sign for **and** may be used interchangeably when joined to another word. When written separately the forms learned as word-signs are always used, but when phrased the form which will join more easily is used for either **a, an,** or **and.** The construction of the sentence shows clearly which word should be read when the sign is reached in reading the shorthand. (See all except the fourth character in line 10, page 46). For the same reason, the vowel **o** is sometimes used for **a.**

46. You will find illustrations of the use of the special abbreviating principles taught thus far, in the Reading Exercises in this and succeeding lessons and should use those forms when they are more convenient in writing the Writing Exercises.

READING EXERCISE.



WRITING EXERCISE.

1. Do-you know what object he can have in-the legal proceedings in-which he-is now engaging?
2. I hope-you-will allow me to suggest some important improvements which-will largely increase the power of-your vehicles.
3. Heretofore we-have always raised the salary by soliciting, but-you may try envelopes if-you desire to-do-so.
4. It-is likely they-will object to-the new issue of stock since-the affairs of-the company are said to-be in poor shape at-this-time.
5. It-is already some time past the hour at-which you-said-you would have-the repairs ready for-us.

QUESTIONS.

How are **l** and **r** written when they begin words?

Where are hooks always read? Circles?

When following any letter, how is **l** represented? **R? Ler? Rel?**

How do you represent **s** before and **l** following any letter?

When do you use hooks and when strokes to represent **l** and **r?**

What letters never have any hooks formed at the beginning of them?

What words may the **l** hook represent? The **r** hook?

Give full particulars about the different ways of writing **a, and, you,** and **the,** and tell when to use each form.

LESSON V.—FINAL HOOKS.

47. **F or V Hook.**—**F** or **v** following straight letters may be represented by a small hook at the end, on the right hand side of **p, b, t, d, ch, j**; and the upper side of **k, g, r, rm**; following the curved letters, the **stroke f** or **v** is used (see column **–f** or **–v,** page 30).

48. **Tive Hook.**—**Tive** following straight letters may be represented by a large hook at the end, on the right hand side of **p, b, t, d, ch, j,** on the upper side of **k, g, r, rm**; following the curved letters, **t** with the **v hook** is used (see column **–tive**).

49. **N Hook.**—**N** following any letter may be represented by a small hook at the end, on the left side of **p, b, t, d, ch, j**; the under side of **k, g, r, rm,** and on the inner side of curved letters (see column **–n**).

50. **Shun Hook.**—**Shun** following any letter may be represented by a large hook at the end, on the left hand side of **p, b, t, d, ch, j,** the under side of **k, g, r, rm,** and the inner side of curved letters (see column **–shun**).

51. **S following the f or v hook, the tive hook, or the shun hook,** may be represented by forming the **s circle** within the hook (see columns **–fs, –tives, –shuns**).

52. **Ns circle, nses circle, nst loop, nstr loop.**—**Ns, nses, nst,** or **nstr,** following straight letters may be represented by placing the **s circle,** the **ses circle,** the **st loop,** or the **str loop** where the **n hook** belongs (see the first five horizontal lines in the columns **–ns, –nses, –nst, –nstr**).

53. **Ns following curved letters** may be represented by forming the **s circle** inside of the **n hook** (see bottom half of column **–ns**).

54. **Nses, nst, or nstr, following curved letters** may be represented by writing the **stroke n** and adding the **ses circle,** the **st loop,** or the **str loop** to it (see the bottom half of columns **–nses, –nst, –nstr**).

55. **S-shun, s-shun-s, and ns-shun.**—When **shun** follows the **s circle** it may be represented by continuing the line and forming a little hook after the circle (see column **s-shun**),

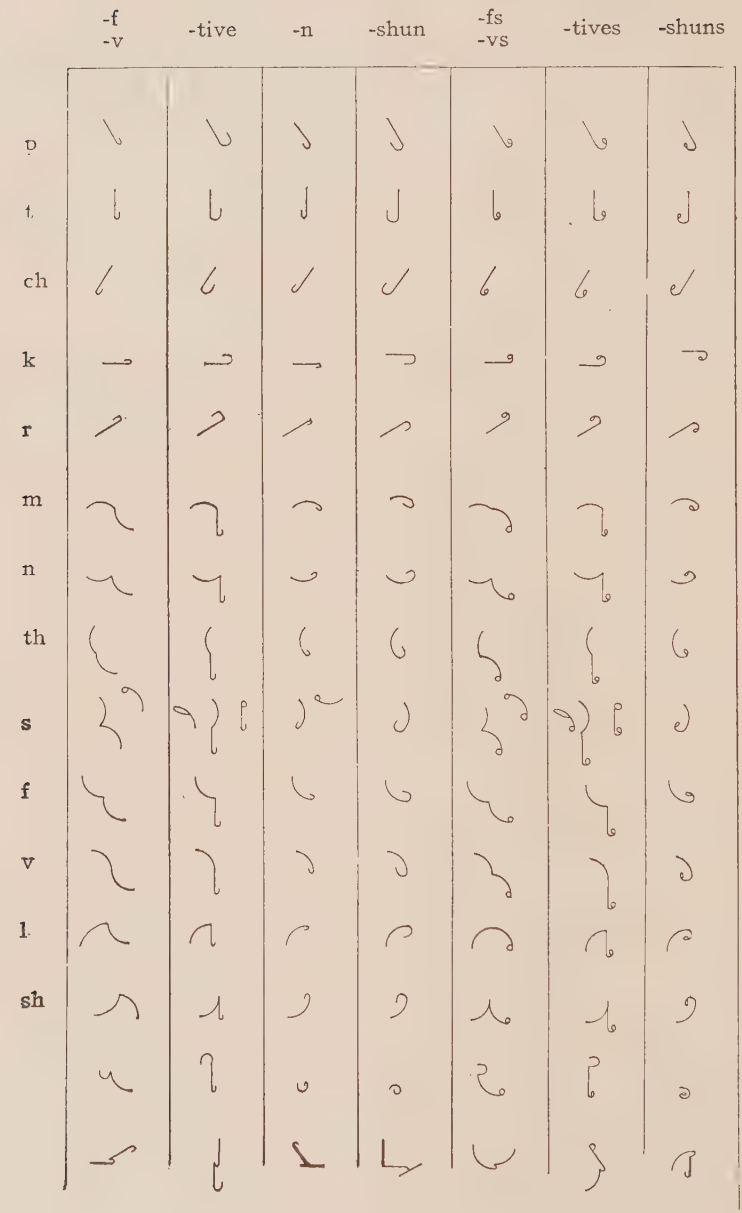
and if **s** follows **shun** represented in that way, it may be represented by forming the **s circle** within the hook (see column **s-shun-s**). **Ns-shun** following straight letters may be represented by continuing the line and forming a little hook after the **ns circle** (see column **–ns-shun**).

56. **Vive** in words like **revive** and **survive** may be represented by the **tive hook.**

57. **The stroke f or the stroke v** should be used when the **f** or the **v** represents a syllable (see line 14, page 32).

58. **Observe.**—First, that the hooks learned in this lesson can never conflict with the hooks learned in the preceding lesson, because the hooks learned in this lesson are always formed at the end of the letter, while those learned in the preceding lesson are always formed at the beginning of the letter. Second, that all hooks, those learned in the preceding lesson and those learned in this lesson, are always read after the letter on which they are formed. If a letter has a hook at the beginning and also a hook at the end, the letter is read first, then the hook at the beginning, and after that the hook at the end. Third, that the circles and loops learned in this lesson do not conflict with those learned in the third lesson, because the circles and loops taught in this lesson are added only to straight letters and are placed on the opposite side from those learned in the third lesson. Fourth, that all circles and loops are read in just the order in which they are written. If written first they are read first; if written last they are read last; the only partial exception being that if the circle or loop is written so as to include the **r hook,** the **r hook** part of it is read after the letter on which it is formed, as was explained in paragraph 34.

59. **Practice** the exercise in joining the hooks, etc., in perpendicular columns, then horizontal lines, and continue to practice them until you can write them neatly, and without the slightest hestitation before advancing to the words in the lesson.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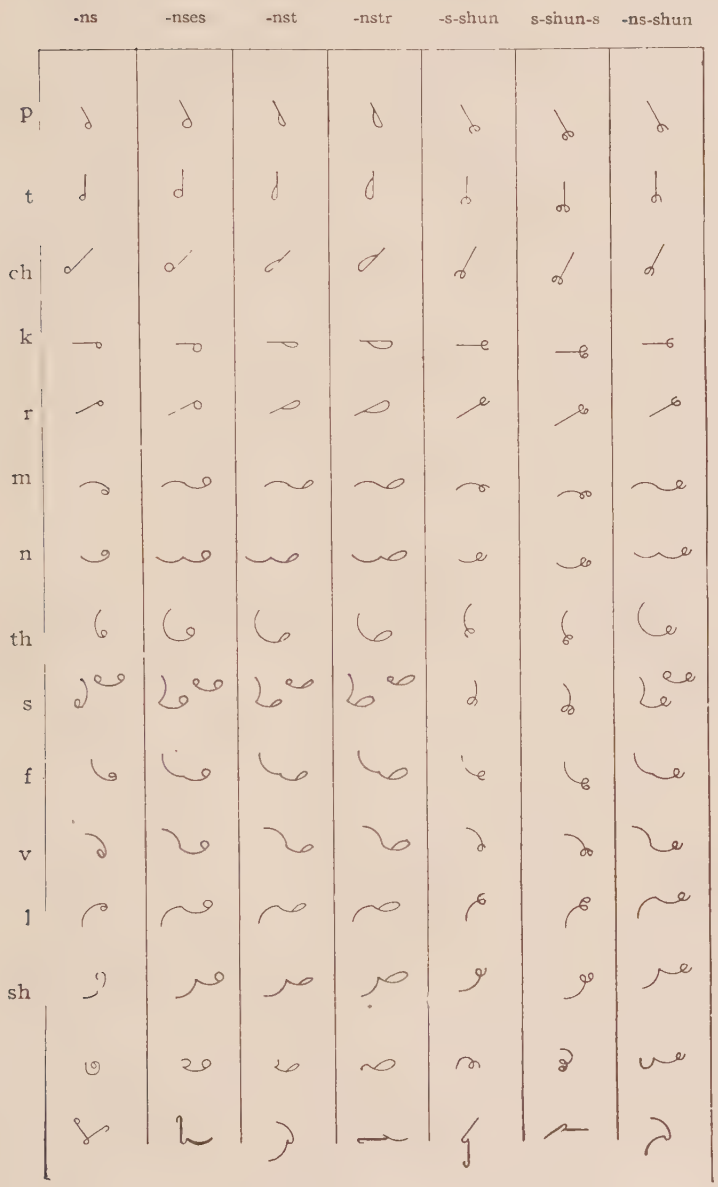
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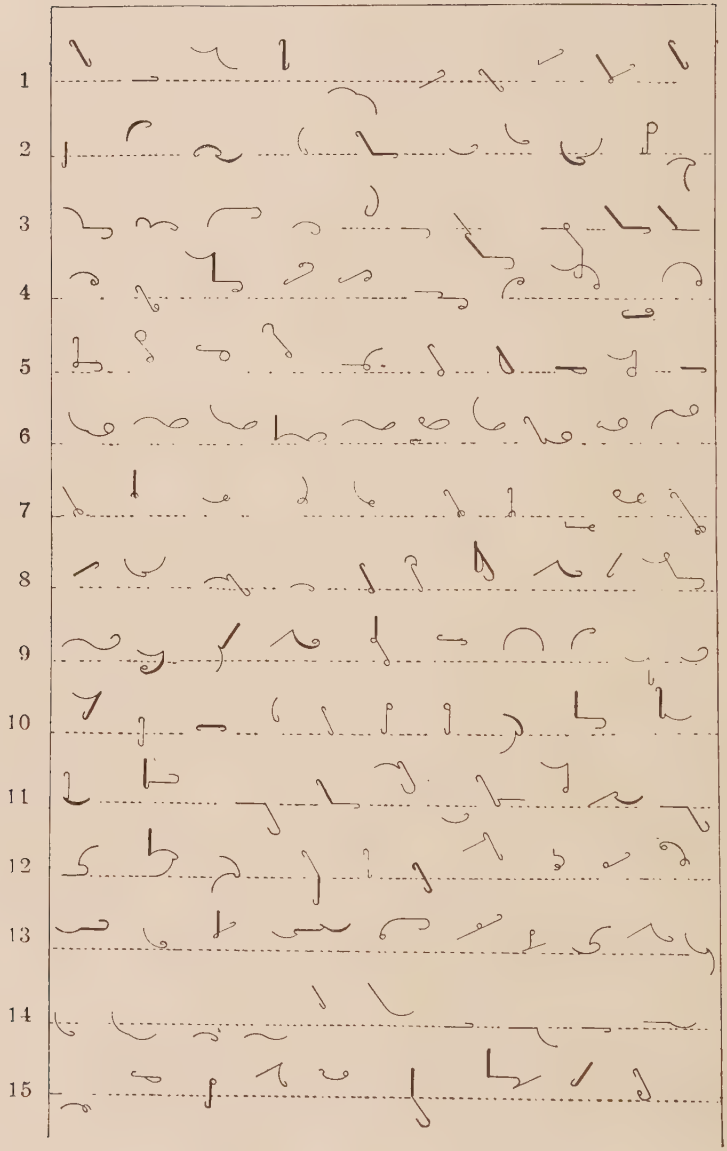
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KEY.

1. Brief, cave, knife, drive, move, rough, prove, arrive, observe, believe.

2. Done, learn, morning, than, bargain, known, fine, furnish, sustain, month.

3. Vacation, examine, location, motion, session, action, publication, acceptation, began, bank.

4. Mines, proves, indications, relatives, relations, connections, loans, knives, gloves, leaves.

5. Transaction, suspense, cleanses, expense, cancel, plans, banister, against, entrances, gain.

6. Fences, minister, finest, administer, menaced, sinister, thinnest, provinces, evinces, lenses.

7. Position, decision, incision, secession, physician, procession, transition, accusation, sensation, propositions.

8. Remain, finish, improve, main, balance, explain, distribution, refrain, chief, inspection.

9. Mention, insurance, agency, reference, dispense, clean, live, line, native, nation.

10. Engine, turn, grain, then, plan, stain, strain, varnish, education, driven.

11. Training, defective, occupation, broken, impression, none, provoke, intense, raining, captive.

12. Actively, diminish, vainly, pardon, tariff, burn, reprove, acquisition, serve, civilization.

13. Negative, fans, deserve, engraving, selection, reserve, stationery, national, refine, fancy.

14. Fun, funny, moon, money, pen, penny, cough, coffee, cane, canoe.

15. Musician, cleansed, sudden, earthen, hence, adoption, dictionary, join, portions.

WORD-SIGNS.

1. ease-y.
3. us, use.

1. comply.
2. apply.
3. compel.

1. principle-al-ly.
2. appear.

3. subject.

2. re-member.
3. number-ed.

1. city.
2. satisfi-ed-actory.
3. sweet.

3. until.

2. water.
3. truth.

1. typewriter.

3. deliver-y-ed.

1. consider.

1. equal-ly.
3. difficult-y.

2. enclos-ing.

2. Mr., remark-ed-able -ably.

2. only.

3. unless.

2. acknowledge

1. either, there.
2. other.
3. another, thorough.

1. very.
2. over.
3. moreover.

1. pleasure.
2. measure.
3. assure, surely.

1. opinion.
2. happen-ed.
3. upon.
4. open

1. business.

1. before.
2. behalf.
3. above.

3. attention.

1. differ-ent-ly-ence.
3. advance-d-ment.

2. general-ly.

2. govern-ed-ment-or

2. again.

2. arrange-d-ment.

1. receive.

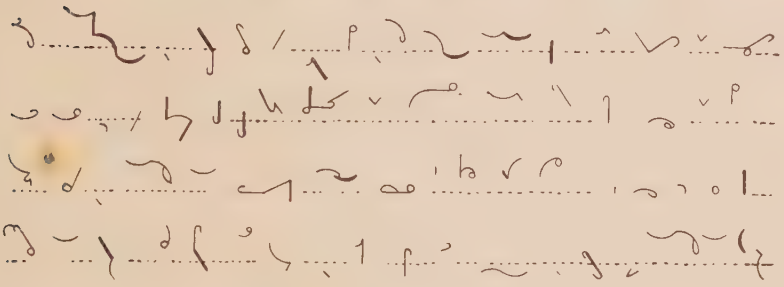
Other word-signs on pages 14, 42, 52, 53, and 62.

EXPERTS' METHODS.

60. **Have, Of, If, Off, Forth.**—The **f** or **v hook** is frequently used for **have, of, if, off** or **forth** (see line 5, page 46).

61. **Than, Own, One, Been.**—The **n hook** is frequently used for **than, own, one,** or **been** (see all except the second and third characters in line 6, page 46).

READING EXERCISE.



WRITING EXERCISE.

1. We-will ship-the typewriter subject to-your approval upon delivery, and we-think-you-will rarely again receive such-a bargain.
2. More-than half of-the city water was taken from streams or rivers which had canning and-other factories near them.
3. We enclose the-different samples herewith and would like you to make a selection of-the one you-think likely to suit us.
4. Until you-are in-a position to smile at-your losses, you-should steer clear of mining and-other speculative stocks.
5. Senseless sentences seem easier to form than those which-have some semblance of-a satisfactory idea in-them.

QUESTIONS.

After each class of letters, how do you add **f** or **v? Tive? N? Shun? Fs** or **vs? Tives? Shuns? Ns? N-ses? Nst? Nstr? S-shun? S-shun-s?**

How do the **ns circle,** the **n-ses circle,** the **nst loop,** and the **nstr loop** differ from the **s circle, ses circle, st loop** and **str loop?**

What words may the **f** or **v hook** be used for? The **n hook?**

LESSON VI.—HALVING AND DOUBLING.

62. **T or D Added By Halving.**—**T** or **d** following any large letter may be indicated by making the letter **half length** (see column **–t** or **–d,** page 38).

63. **Half Length With Initial Hooks.**—When letters having **initial hooks** are made **half length,** the letter represented by the stroke is read first, then the hook, and after that the **t** or **d** added by the halving (see columns **–lt, –ld,** and **–rt, –rd**).

64. **Half Length With Final Hooks.**—When letters having **final hooks** are made **half length,** the letter represented by the stroke is read first, then the hook, and after that the **t** or **d** added by the halving (see columns **–ft, —vd,** and **–nt, –nd**).

65. **Ts, Ds, versus St, Sd.**—To add **ts** or **ds** after any large letter, make the letter **half length** and add the **s circle.** To add **st** or **sd** after any large letter, make the letter **full length** and add the **st loop.** (see column **–ts, –ds**).

66. **Fts** or **Vds.**—To add **fts** or **vds** to any **straight** letter, make the letter **half length** and add the **f** or **v hook** with the **s circle** within it, but to add **fts** or **vds** to **curved** letters, write the **f** or **v stroke half length** followed by the **s circle** (see column **–fts, –vds**).

67. **Nts** or **Nds.**—To add **nts** or **nds** to any **straight** letter, make the letter **half length** and add the **ns circle,** but to add **nts** or **nds** to any **curved** letter, make the letter **half length** and add the **n hook** with the **s circle**, within it (see column **–nts, –nds**).

68. **Tn** or **Dn.**—To add **tn** or **dn** to any large letter, either make the letter **half length** and add the **n stroke** or make the letter **full length** and add the **stroke t** with the **n hook** or the **stroke d** with the **n hook.** Use the form which is easiest to make or the form which best divides the word into syllables. To a considerable extent, each stroke indicates a syllable. If the first letter is half length, the **t** or **d** is part of the **first** syllable but if the **t** or **d** is written with the **n hook,** the **t** or **d** is part of the **second** syllable (see column **–tn, –dn**).

69. **Tns** or **Dns.**—To add **tns** or **dns** to any large letter, either make the letter **half length** and add the **stroke n** and the **s circle,** or make the letter **full length** and add **t** with the **ns circle** or **d** with the **ns circle** (see column **–tns, –dns**). The remarks made in the preceding paragraph as to which form to use, and about syllables, also apply here. Learn to distinguish between adding **nt** or **nd**, and adding **tn** or **dn,** also between adding **nts** or **nds** and adding **tns** or **dns.**

70. **Ter, Der, Ther,** or **Cher by Doubling.**—Either of the syllables **ter, der, ther, cher,** may be added to any large letter by making it **double length.** The sense always makes plain which syllable is to be read (see column **–ter, –der, –ther, –cher**).

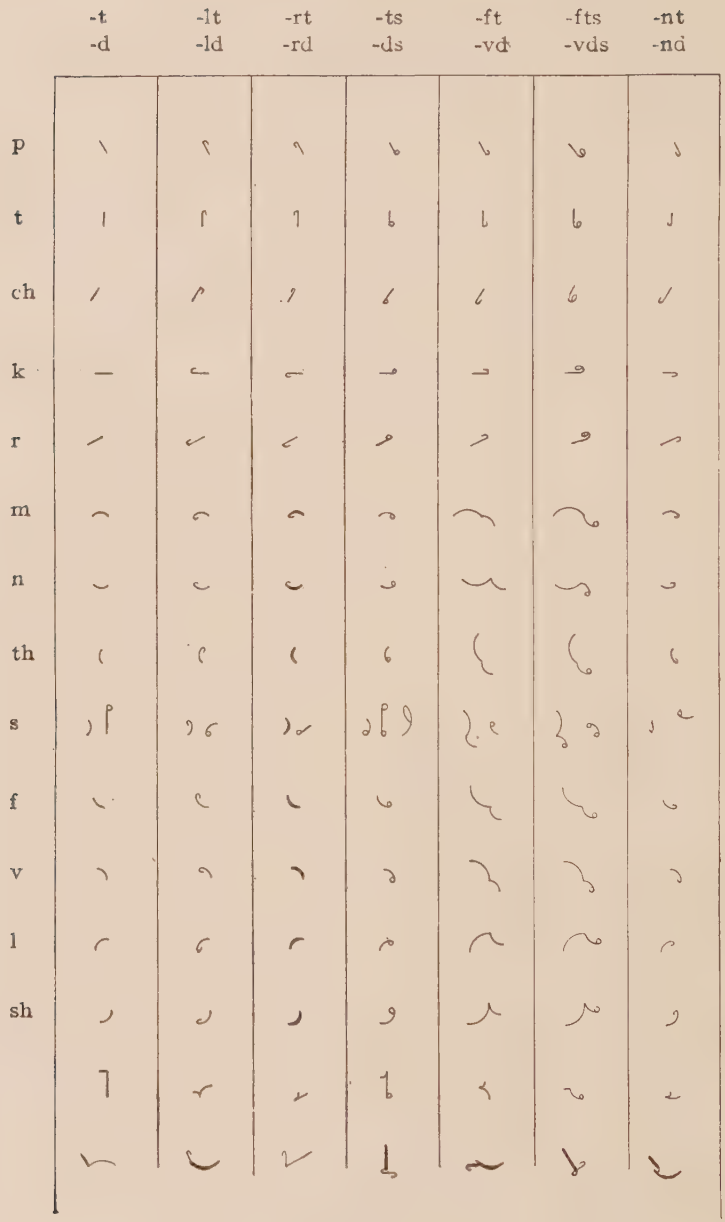
71. **Per** or **ber, and ker** or **ger.**—In addition to **ter, der, ther,** or **cher,** the syllables **per** or **ber** may be added to **m,** and the syllables **ker** or **ger** to **n** or **ng,** by doubling.

72. **Double Length With Initial Hooks.**—When an initial hook is formed on a double length letter, the letter represented by the stroke is read first, then the hook, and after that the syllable added by the doubling (see columns **–lter, –rter,** etc).

73. **Double Length With Final Hooks.**—When a hook, circle, or loop is added at the end of a double length letter, it is read after the syllable added by the doubling (see line 9, page 40).

74. **Position.**—Half length letters may be written either under the line or crossing the line for third position. In double length letters, the first half of the character should be placed to show the position of the word, no matter where the other half goes (see line 7).

75. **Practice** the exercise in halving and doubling by perpendicular columns, then by horizontal lines. It is very important to learn to make the half length and double length characters of the correct proportionate length, because it is difficult to read shorthand if you cannot tell for what length each character is intended. First, make **p half length,** then **p full length,** and then **p double length.** Then make **b half length, b full length, b double length.** Then **t, each of the three lengths,** and so on until all of the large letters have been formed the three lengths. By repeating this practice a few times, you will learn to make the characters accurately with reference to length and that will be a great help to you in all of the shorthand work you ever do.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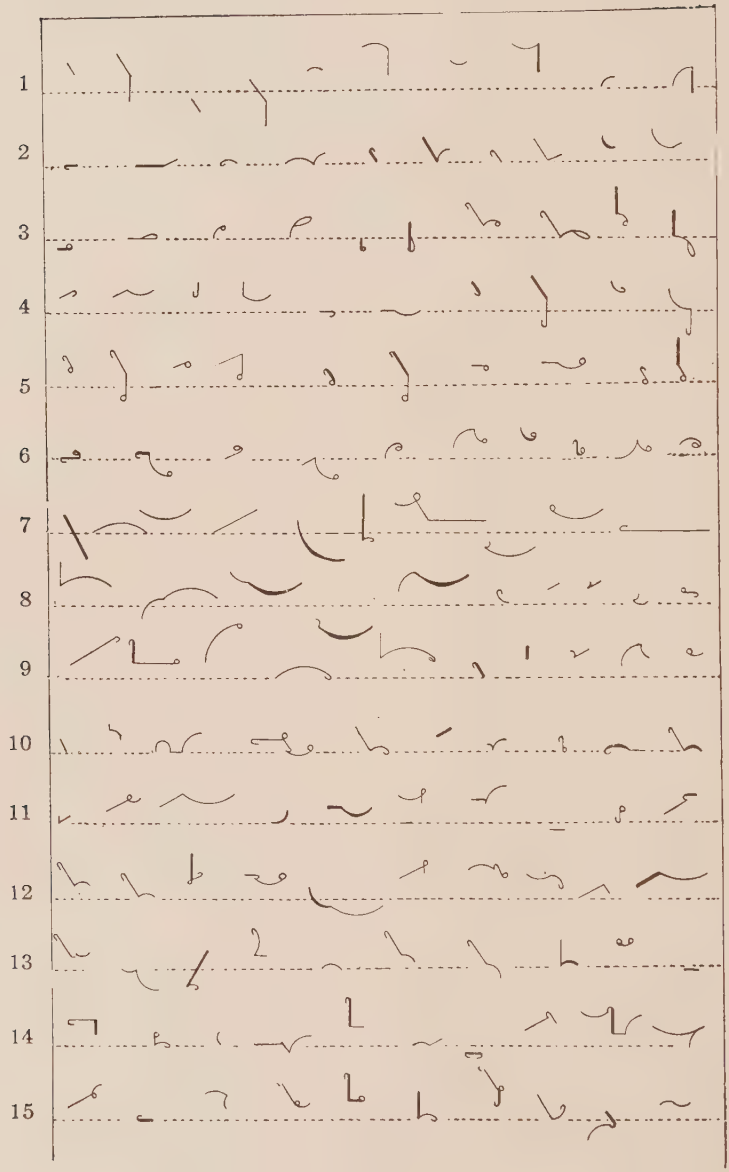
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KEY.

1. Pit, pity, put, putty, might, mighty, need, needy, laid, lady.

2. Great, garret, mailed, mallet, bold, ballot, part, parrot, feared, effort.

3. Goods, cost, lots, lowest, doubts, dust, permits, promised, divides, advised.

4. Rent, written, tent, tighten, canned, cotton, bind, bitten, find, fatten.

5. Prints, pretense, rents, retains, brands, brightens, kinds, kittens, plants, depends.

6. Grafts, gratifies, rafts, ratifies, lands, lifts, friends, drafts, shafts, minds.

7. Butter, matter, neither, rather, further, determined, inspector, wonder, center, collector.

8. Temper, lumber, finger, hunger, linger, fault, right, wired, want, second.

9. Return, directors, letters, modern, temperance, brought, did, heard, left, send.

10. Paid, avoid, exactly, correspondence, payment, remit, hold, towards, market, prompt.

11. Art, recent, render, short, getting, instead, kindly, could, stand, regard.

12. Permit, promote, deserved, kindness, furniture, receipted, imports, invent, rapid, remainder.

13. Prevent, notify, judgment, select, made, private, provide, attempt, cents, good.

14. Credit, statement, that, capital, direct, moderate, ground, report, indirectly, entirely.

15. Result, glad, method, present, dry-goods, demand, president, patient, bundle, midnight.

WORD-SIGNS.

	1. received, receipt.
	4. to-morrow.
	1. impossible
	2. nothing.
	1. influence. 2. commence.
	1. necessary-ity. 2. United States.
	1. information.
	1. next.
	1. within.
	1. office.
	1. often.
	1. offer.
	1. even.
	2. alone.
	2. apt.

	1. between. 2. body. 3. about.
	2. had had, had it. 3. duty, do it.
	1. immediate-ly.
	1. not. 2. nature-d. 3. under, hundred.
	1. thought. 2. that. 3. without.
	1. east, establish-ed-ment. 2. astonish-ed-ment. 3. used.
	1. settlement.
	1. feature. 2. after, hereafter. 3. future.
	2. forward.
	1. little. 2. old.
	1. opportunity. 2. particular-ly.
	1. complied, complete. 2. applied. 3. compelled.
	1. expect, except. 2. accept.
	1. spirit.
	1. ability, able to.

Other word-signs on pages 14, 34, 52, 53, and 62.

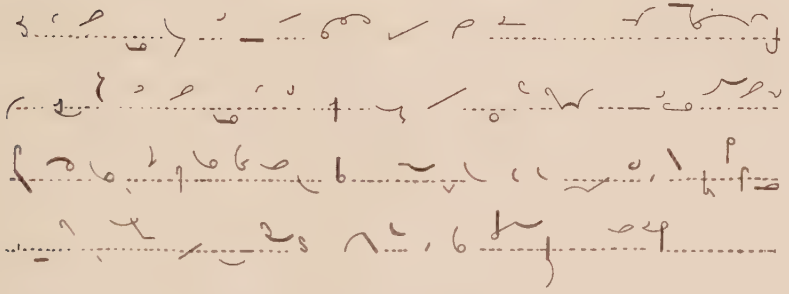
EXPERTS' METHODS.

76. **Not.**—The word **not** following a small word-sign or a half length letter may be represented by adding the **n hook.** Following a full length letter **not** may be represented by making the letter **half length** and adding the **n hook** which is equivalent to adding **nt,** according to paragraph 64 (see line 7, page 46).

77. **It, Ty, Ity.**—**It, ty,** or **ity,** may be represented by **halving** the preceding letter (see line 8, page 46).

78. **There, Their, They are, Other.**—**There, their, they are,** or **other** may be added by **doubling** the preceding letter (see line 9, page 46).

READING EXERCISE.



WRITING EXERCISE.

1. The desired results cannot-be procured by any-other means.
2. Government bonds are very safe, but do-not pay large dividends.
3. I-thought-the material used of good quality, but-not the-best.
4. Did-you say-that-the courts have-not yet rendered their decision?
5. I-regret to state-that none of-the information you-have furnished has lead to-the identification or recovery of-the articles.

QUESTIONS.

Following each class of letters, how can **t** or **d** be indicated? **Lt** or **ld? Rt** or **rd? Ts** or **ds? St** or **sd? Ft** or **vd? Fts? Nt** or **nd? Nts** or **nds? Tn** or **dn? Tns** or **dns? Ter? Der? Ther? Cher?**
How may **not** be added? **It? There?**

LESSON VII.—EXPERTS' METHODS.

79. **The Special Speed Expedients of Experts** which are illustrated on lines 3 to 12 inclusive, page 46, are described in paragraphs 14, 27, 28, 43, 44, 45, 60, 61, 76, 77, and 78, and those paragraphs should be reviewed in connection with this lesson. Beginners should by all means learn to use the methods used by experts because they can in that way soonest become experts themselves.

80. **Phrasing.**—Experts phrase a great deal, because it saves time, and if the shorthand is well written, phrasing increases the difficulty of reading it very little. The articles **a**, **an**, **the**, the pronouns **you, he, I, we,** and the conjunctions **an, or, but,** are nearly always joined to some other word, and all of them except **or** and **but** may be taken out of their own position in order to allow the word joined to them to remain in its position. The prepositions **of, on, with, in, by, for, from,** etc., usually have the word which follows them joined to them, but they usually keep their own position and allow the other word to be thrown out of position if necessary. Whenever two or three words which often follow each other can be written easily without lifting the pencil, it is well to phrase them, even though only one of the words retains its proper position. Do not phrase proper names, technical terms, or words of unfrequent occurrence.

81. **T Omitted.**—For the sake of speed, **t** may be omitted in some cases between letters where the **s circle** can be written easier than the **st loop** (see line 1, page 46).

82. **Est.**—The syllable **est** can sometimes be indicated best by the **stroke s** half length, written either up or down (see line 1).

83. **Ted** or **Ded Following T, D, or V,** may be represented by the arbitrary mark used in the examples in line 1.

84. **Fourth Position.**—A letter is said to be written in the fourth position when it is written so that the top of the letter touches the bottom of the line. Words are sometimes written in the fourth position to indicate that some vowel must be read before the first consonant. In such cases no particular vowel is indicated and no other vowel in the word is indicated by the position. The stenographer simply has the consonants of the word and knows that the word begins with a vowel. It is usually easy to read such words (see line 2).

85. **H, W,** and **Y Omitted.**—**H, w,** and **y,** can sometimes be omitted from the middle of long words and the words still remain plain enough to be read easily (see line 2).

86. **Yes, Yer.**—**Ys** may represent any ending sounding like **yes,** often spelled **ious; yr** may represent any ending sounding like **yer,** often spelled **ior, ier,** or **yer** (see line 2).

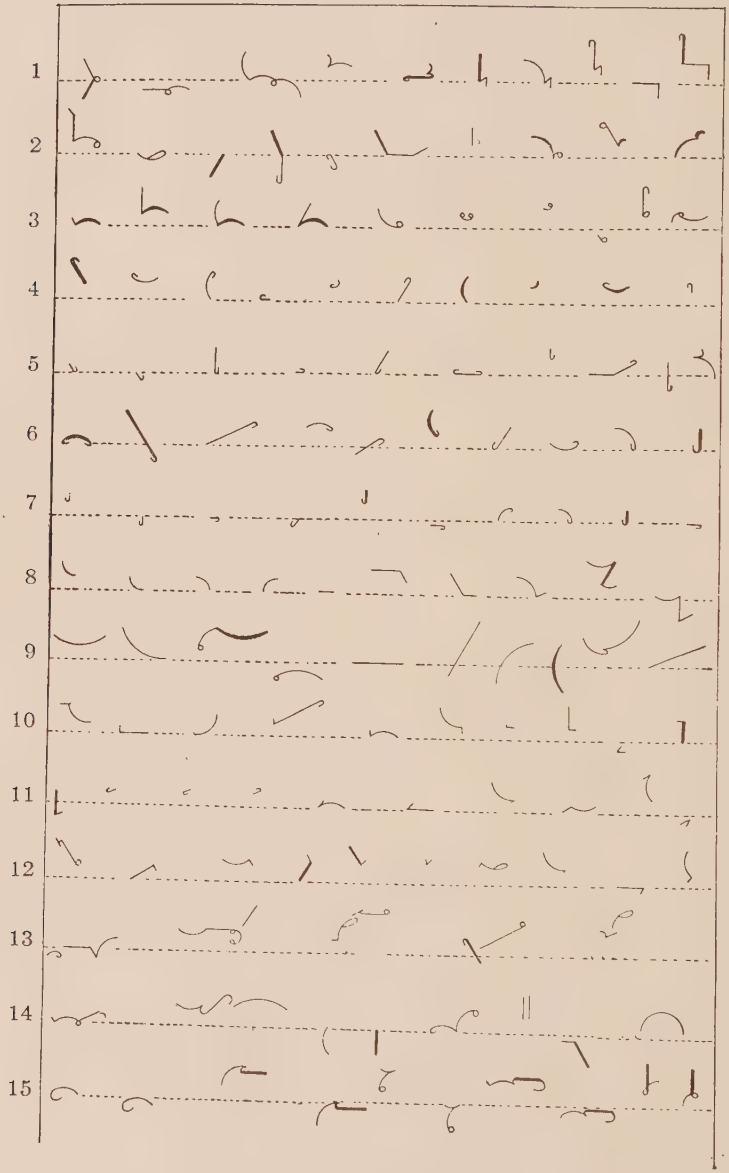
87. **Of, Of The, From** or **From The,** may be omitted, if the omission is indicated by writing the following word almost against, and a little above the end of the preceding word (see line 13).

88. **To,** or **To The** may be omitted, if the omission is indicated by writing the following word almost against, and a little below the end of the preceding word. The omission of **to** may also be indicated by writing the word following it in the fourth position (see line 14).

89. **Other Words** that must necessarily be supplied to make sense, are sometimes omitted in expressions of frequent occurrence (see line 14).

90. **Words having the same consonants** may be distinguished from each other by using a different position, or different outline for each, and should be memorized when met (see line 15).

91. **Proper names** should be written in ordinary writing the first time they occur, to get the correct spelling of them; but a stenographer should obtain or compile a list of the names and addresses of the firms with whom his house corresponds, and in spare moments commit the spelling of the names, and practice writing them in shorthand until they can be written rapidly, and read at sight.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KEY.

1. Postage, custom, they must have, esteem, gravest, dated, voted, treated, acted, directed.

2. Items, honest, age, obtain, apprehend, backward, tedious, various, superior, lawyer.

3. I may be, it may be, they may be, which may be, for us, send us, with us, to us, tell us, let us know.

4. By all, in all, they will, and will, we will, which are, they are, we are, in our, or are.

5. I have, to have, what have, and have, which have, call forth, or if, carry off, out of, we have.

6. More than, better than, rather than, my own, our own, their own, which one, no one, have been, had been.

7. Or not, but not, and not, should not, did not, could not, will not, have not, had not, can not.

8. If it, for it, have it, will it, can it, keep it, pack it, variety, ingenuity, notoriety.

9. In their, if they are, selling their, some other, can there, each other, while they are, through their, finish their, are there.

10. And if, and can, and shall, and return, and may, if a, or a, it a, should a, a day.

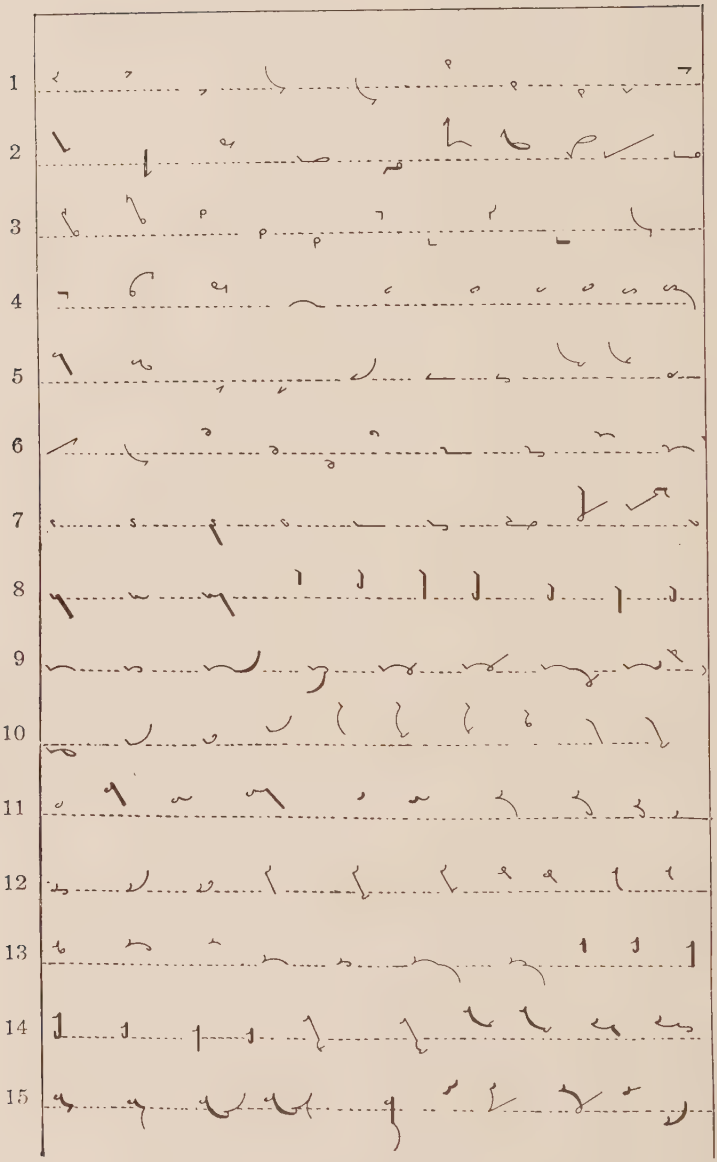
11. Do you, you will, you are, you have, you may, you can, if you, you know, you think, you should.

12. The price, are the, in the, the advantage, by the, or the, the next, if the, can the, think the.

13. Amount of capital, in consequence of which, a list of the articles, number of orders, heard from the last.

14. I am sorry to hear, in relation to the matter, to think, to do, more or less, from time to time could have been, where do you live.

15. Moral, immoral, legal, illegal, needless, endless, immigration, emigration, desolate, dissolute.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KEY.

1. With the, on the, and the, for the, from the, is the, as the, was the, to the, get the.

2. By the, do the, send the, the cost, the goods, the time, the first, the last, an order, a case.

3. A place, a price, is a, as a, was a, on a, but a, with a, a good, for a.

4. Get a, sell a, sent a, make a, you are, you are not, you will, you will have, you will not, you will not have.

5. You will be, you will find, you should, should you, you shall, you can, you cannot, if you will, if you are, as you.

6. Are you, from you, he is, he has, he was, he will, he can, he cannot, he might, he may.

7. I will, I will not, I will not be, I will have, I can, I cannot, I enclose you, I desire, I regret that, I have.

8. I have been, I have not, I have not been, I did, I did not, I had, I had been, I had not, I do, I do not.

9. I am, I am not, I am sure, I am not sure, I am certain, I am sorry, I am very certain, I am aware, I expect, I should.

10. I must, I shall, I shall not, I ship, I think, I think you will, I think you are, I think it is, I hope, I hope you will.

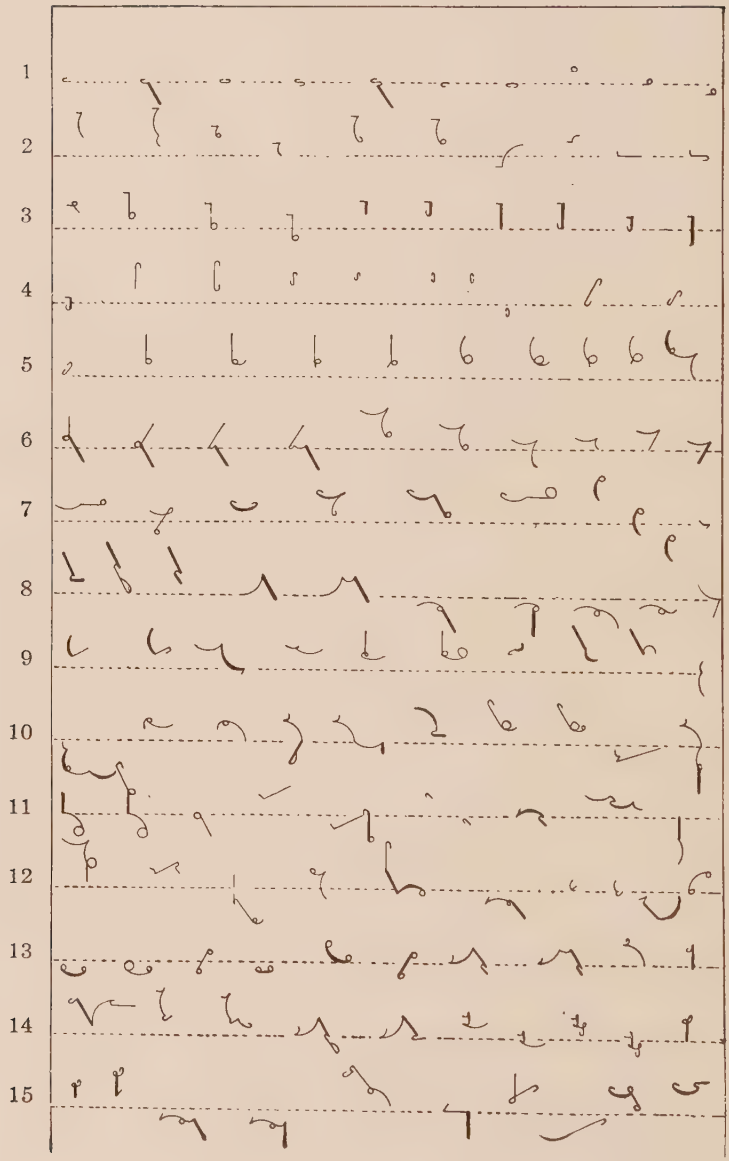
11. We will, we will be, we will not, we will not be, we are, we are not, we have, we have been, we have not, we can.

12. We cannot, we shall, we shall not, we hope, we hope you will, we hope you are we expect, we will expect, we think, we think it.

13. We think it is, we mean, we might, we may, we may not, we may have, we may not have, we did, we did not, we had.

14. We had been, we had not, we do, we do not, we hope that you are, we hope that you will, we fear you are, we fear you will, we are unable to, we are inclined.

15. We will forward you, we will forward them, we will furnish, we will furnish them, we will do so, we are aware, we are sorry, we are very sorry, we are certain, we are sure.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KEY.

1. And will, and will be, and will have, and will not, and will not be, and are, and are not, and is, and has, and was.
2. And think, and think that, and think it is, and that, and then, and this, and while, and yet, and can, and can not.
3. And expect, and it is, and it has, and it was, and did, and did not, and had, and had been, and had not, and do.
4. And do not, it will, it will have, it will not, or will not, or are not, or will have, but are not, which will have, which will not.
5. Which are not, it is, it is not, it is a, it is the, this is, this is not, this is a, this is the, there is nothing.
6. It has been, which has been, which have been, which have not been, in this, in those, in them, in that, in which, in large.
7. In case, inasmuch as, in our own, in our line, in our business, in all cases, is there, as there, was there, I hand you.
8. Be glad, be pleased, be able to, shall be, shall not be, must be, must do, must have, must not, for which.
9. There are, there are not, inform you, not only, it is only, it is necessary, you are aware, by freight, by express, that they.
10. When there is anything, let us know, let us have, we have just, we have no doubt, very glad, please send, please send us, when you order, we have this day.
11. Advise us, please advise us, as per, of your, to your address, of our, to our, you may be able to, in the near future, to do so.
12. In this city, higher than the, at present, send them, it will be impossible, you must remember, that you are, that you will, you should be sure, as well as.
13. As long as, as soon as, as much as, as good as, as far as, as large as, we shall be able to, we shall not be able to, we will have, we will do.
14. You will be likely, we think you will, we think you will find, we shall be pleased, we shall be glad, we did not know, we do not know, we did not understand, we do not understand, we will consider.
15. We will consider it, we will consider the, you must not be, you must not do, you will perceive, you can do, it is your own, longer than, in response, in regard.

WORD-SIGNS.

	2. toward.
	2. accord -ing -ly.
	1. certain -ly.
	1. behind.
	1. gentlemen. 2. gentleman. 3. agent.
	2. cannot. 3. account.
	3. around.
	1. remittance.
	3. amount.
	1. quite, question. 2. quantity. 3. quarter-ly.
	1. frequent-ly-cy. 2. acquaint-ed-ance.
	1. request -ed -ing.
	1. wild. 3. world.
	3. duplicate.
	1. department.

	2. advertise.
	1. Dear Sir.
	1. My Dear Sir.
	2. I am in receipt of.
	2. I am just in receipt of.
	1. We are in receipt of.
	1. We are just in receipt of.
	1. your letter.
	1. your order.
	1. your favor.
	1. your communication.
	1. your esteemed favor.
	1. your esteemed order.
	2. at hand. 4. to hand.
	1. and contents noted.

Other word-signs on pages 14, 34, 42, 53, and 62.

WORD-SIGNS.

1. and contents carefully noted.

1. and note contents.

1. in reply.

1. in reply to

1. herewith enclosed.

1. whether or not.

3. it was.

2. collect this.

1. herewith hand you.
3. hear from you.

1. by return mail.

1. please acknowledge.

1. ought to have.

1. per annum.

2. Express Co.

2. Express Money Order.

2. Post Office Money Order.

1. in reference to

1. with reference to

2. C. O. D.

2. F. O. B.

1. is his, is as.
2. as his, as is.
3. was his, was as.
4. his is, his has.

1. is it.
2. as it, has it.
3. was it.

1. we would.
2. you would.
3. but would.

3. very much.

1. and oblige.

1. you will oblige.

1. we are obliged.

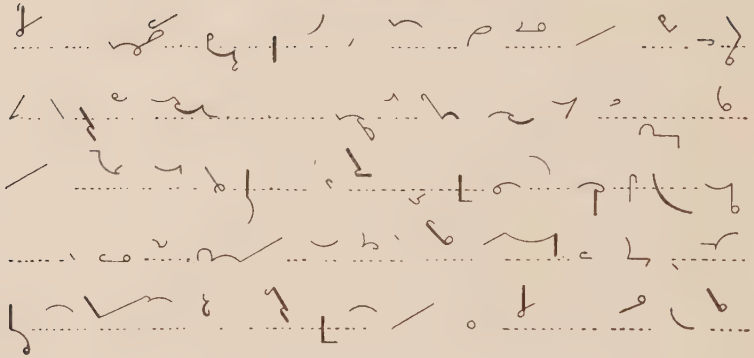
3. we are very much obliged.

1. and company.

1. etc.

Other word-signs on pages 14, 34, 42, 52, and 62.

READING EXERCISE.



WRITING EXERCISE.

GENTLEMEN:—

We-beg (to) call your attention again to-our account which was due on-the first of June, and-which-you promised-us we should-have before-the end of July, but-which still remains unpaid now at-the-end of August. We-are-very-much in-need (of) funds at-this-time and you-will-oblige-us greatly if-you send-a remittance in settlement of account by-return-mail.

If-you-are in-need of any-thing in-our-line, send your-order along with-the remittance in settlement of-the old account, and-it-shall-have our very best attention.

Trusting (to) hear-from-you promptly, I am,

QUESTIONS.

What is the expert's method of writing **may be?** Adding **us? Will? All? Are? Our? Have? Of? If? Off? Forth? Than? Own? One? Been? It? Ty? There? Their? They are? Other?**

In how many ways may each of the following words be written and when do you use each form? **You? The? A? An? And?**

How may each of the following be indicated without writing them? **Of? Of the? From? From the? To? To the?**

Where is the **fourth position** and what is it used for?

LESSON VIII.—PREFIXES.

92. **Vowel Indicated.**—In words in which the prefixes are used, the vowel in the prefix is disregarded, and the vowel in the other part of the word is indicated by the position of the first consonant in the other part of the word.

93. **Con, Com, Accom,** or **Cog,** may be represented by **k** (see line 1, next page).

94. **Contra, Contri, Contro,** or **Counter,** may be represented by **k half length** (see line 2).

95. **Magna, Magne, Magni, Magno,** and **Mc** in familiar names may be represented by **m** (see line 3).

96. **In, En,** or **Un,** may be represented by **n,** except before **kw** or **r,** where a little hook may be used instead. The hook may also be used before a circle when more convenient (see line 4).

97. **Intel, Inter, Intro, Enter,** or **Under,** may be represented by **n half length** (see line 5).

98. **Fore, For,** or **Forth,** may be represented by **f** (see line 6).

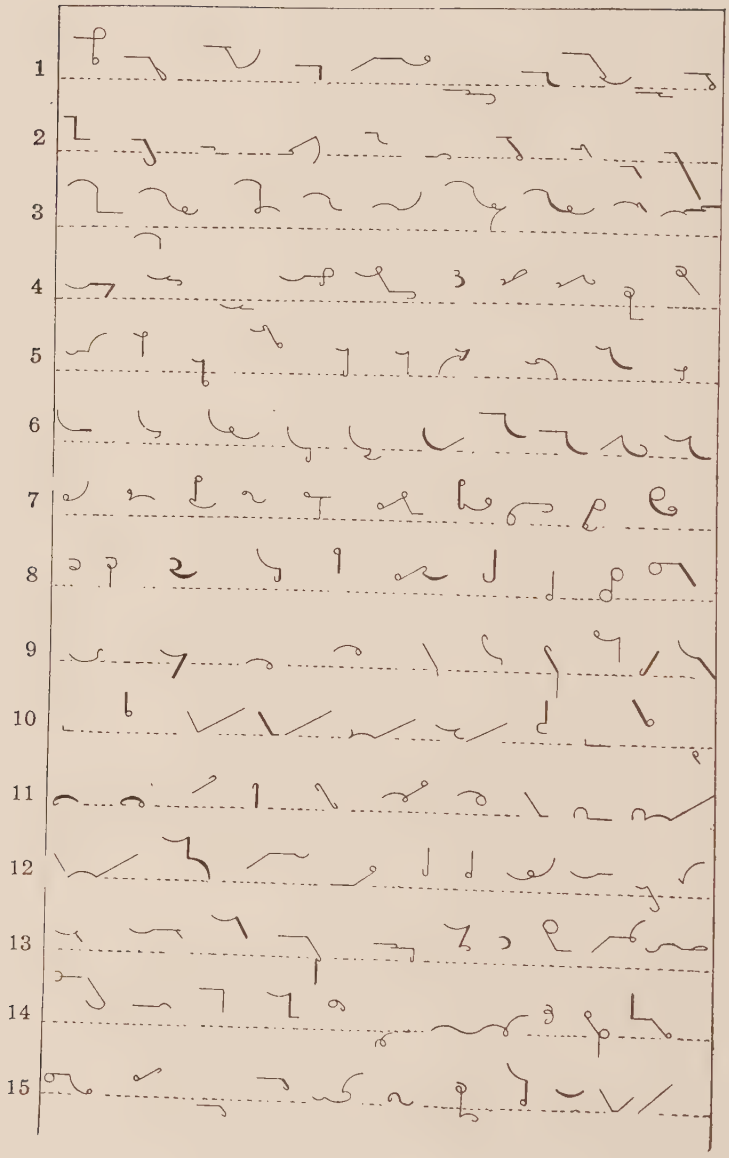
99. **Frm** may be represented by **f shaded,** and the vowel to be read with it should be indicated by its position (see line 6).

100. **Self** may be represented by the **s circle** (see line 7). When **self** is followed by **s,** as in **selfsame, self-satisfied,** or **self-sacrifice,** the **ses circle** may be used and considered as equivalent to the **s circle** for **self** with the other **s** added to it. (See the first word in line 15. Note, however, that in self-sacrifice the **ses circle** is placed on the under side to include the **r hook.** Sacrifice would be written **skr-fs**).

101. **Circum** or **Circums** may be represented by the **ses circle** (see line 7).

102. **Omissions.**—**R** is always omitted before **kw. Con** is often omitted when the remainder of the word seems so plain that no one could make a mistake in reading it (see line 8).

103. **Abbreviations.**—The familiar abbreviations are used for the names of states, cities, months, companies, and for other words which have familiar abbreviations (see lines 9, 10, 11).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KEY.

1. Consists, composed, accomplish, accommodate, recognize, communication, comfort, companion, conclude, complaints.

2. Contradict, contribution, counteract, controversy, counterfeit, countermand, counterbalance, counterpart, contribute, contributor.

3. Magnetic, magnitude, magnificent, magnetism, magnified, magnesia, magnificently, McPherson, McBride, MacGregor.

4. Engaged, inclined, include, inconsistent, inspection, inquire, unrest, unrefined, instruct, inspire.

5. Intellectual, interest, introduce, enterprise, entertain, undertake, intelligently, undervalue, interfere, understand.

6. Forget, forthwith, foreseen, fortunate, forewarned, former, confirm, conform, reformation, inform.

7. Selfish, self-esteem, self-denial, self-evident, self-control, self-respect, self-defence, circumlocution, circumjacent, circumference.

8. Request, requisite, requiring, confident, consider, concerning, condition, contains, circumstances, circumscribe.

9. New York, N. J., Mass., Miss., Pa., Phila., Balto., Cincinnati, Jan., Feb.

10. Oct., Dec., P. R. R., B. & O. R. R., W. M. R. R., N. C. R. R., D. C., O. K., business, Supt.

11. Mr., Mrs., Rev., Dr., Prof., Messrs., Misses, P. O., Express Co., Express Money Order.

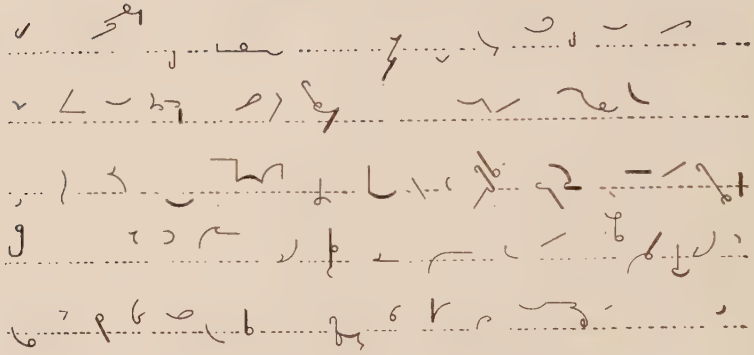
12. P. O. Money Order, endeavor, recommend, commerce, continue, continuance, unselfish, enact, interruption, Illinois.

13. Inability, incomplete, Nebraska, accompanied, concomitant, enjoyment, require, circumspect, reconcile, intermixed.

14. Inscription, commit, committee, indicate, circumvent, insult, magnanimously, incessant, self-possessed, decompose.

15. Self-sacrifice, concern, compound, combined, international, excellent, instrument, confidence, Eng., P. & R. R. R.

READING EXERCISE.



WRITING EXERCISE.

DEAR-SIR:—

In-reply (to) your-letter which is just at-hand, beg (to) say-that we-can-not for-a moment entertain the proposal you-make in-it. Conversations with others do-not tend to confirm-the statements made by-you with-reference (to the) amount of coal mined on-the property in question, during-the past few years; and many of-your-own statements seem rather contradictory. At-any-rate, we-will-not-think of buying at-the present price.

Regretting-that we-can-be of no service to-you in-this connection, I-am,

QUESTIONS.

In words in which the prefixes are used, what shows the position, and what vowel is indicated?

What is used for **self? Contro? Forth? Under? Magno? Circum? Intel? Counter? For? Con? Mc? Un? Enter? Accom? In? Contra? Inter? Cog? En?**

For what are familiar abbreviations used?

What is **m** used for? **N? K? F? N half length? K half length? The s circle? The ses circle?**

LESSON IX.—SUFFIXES.

104. **Ble, Bly, Bility,** or **Burg,** may be represented by **b** (see line 1).

105. **Inquish, Inquent,** or **Inquency,** may be represented by **ng** (see line 2).

106. **For, Forth, Full,** or **Fully** may be represented by **f**; either the hook or stroke (see line 2).

107. **Ever** or **Ville** may be represented by **v**; either the hook or stroke (see line 3).

108. **Soever** may be represented by **sv**; or **after wh,** by **sfr** (see line 3).

109. **Ship, Shal,** or **Shally,** may be represented by **sh** (see line 4).

110. **Shent, Shently,** or **Shency,** may be represented by **sh half length with the n hook** (see line 5).

111. **Ment, Mental,** or **Mentality,** may be represented by **m half length with the n hook** or when that will not join easily by the **n** stroke half length (see line 5).

112. **Self** or **Fulness** may be represented by the **s circle** (see line 6).

113. **Selves** or **Lessness** may be represented by the **ses circle** (see line 6).

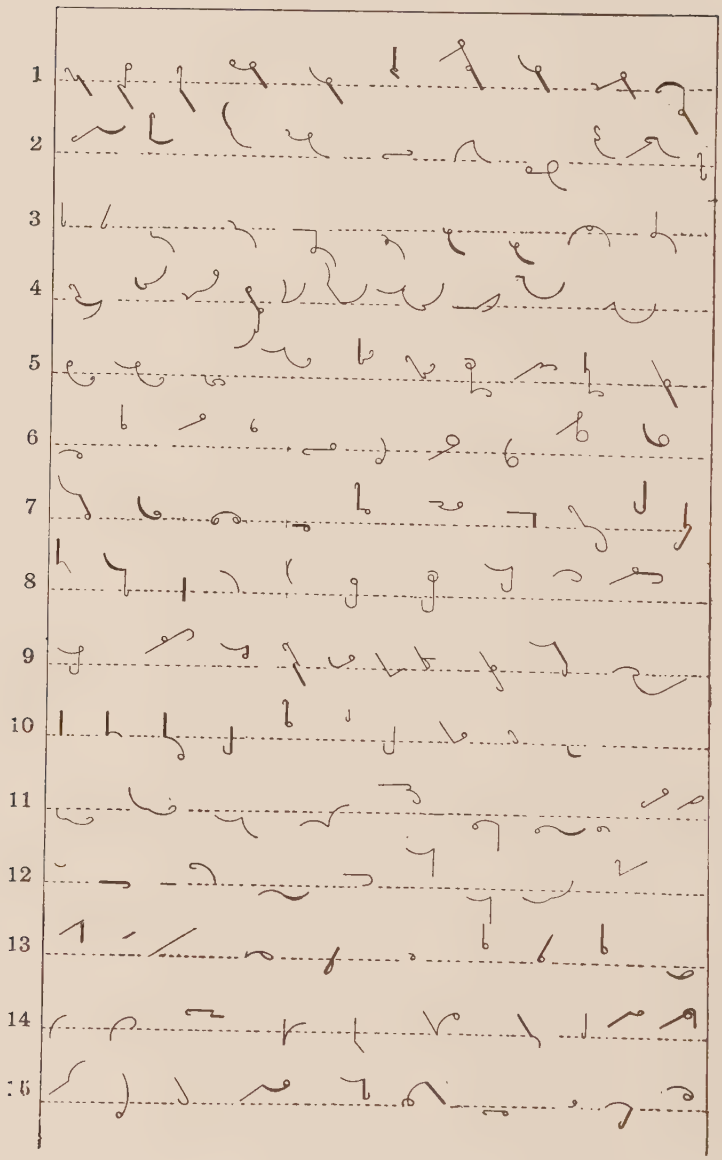
114. **Ness** may be represented by the **ns circle** (see line 7).

115. **Ed, Al, Ly, Ally, Ment,** or **Ing** may sometimes be omitted from the end of words, when the grammatical construction makes it plain that they must be supplied in reading (see lines 7 and 8).

116. **A letter is sometimes left out** if the word is plain enough without it (see line 9).

117. **Lines 10 to 15 Inclusive** contain a number of words of frequent occurrence, which are more or less abbreviated. A few other words of similar character may be dealt with in the same way. Practice such words until they are very familiar.

118. **Make Word-signs.**—Whenever the name of a person, company, or place, or any long word occurs frequently in your line of business, or in the same letter, write it in full the first time or two, and thereafter use as a word sign for it the first two consonant strokes with their hooks, or some other part of the outline which, by its sound when pronounced, will suggest the word. There are many words peculiar to every line of business, for which the intelligent stenographer will soon form signs in this way.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KEY.

1. Profitable, suitable, trouble, sensible, forcibly, disability, responsibility, feasibility, Harrisburg, Martinsburg.
2. Relinquish, delinquent, therefore, henceforth, careful, lawful, successful, plentiful, regretfully, truthful.
3. Whatever, whichever, whenever, whoever, Catonsville, whomsoever, wheresoever, whensoever, Louisville, whatsoever.
4. Partnership, friendship, hardships, substantial, social, especially, influential, commercial, officially, artificial.
5. Sufficient, insufficient, fundamental, inefficiency, deficiency, proficient, instrumentality, ornamental, detrimental, possible.
6. Himself, itself, yourself, thoughtfulness, carefulness, usefulness, ourselves, themselves, restlessness, fearlessness.
7. Feebleness, fairness, smallness, goodness, directness, kindness, accommodate –d, provision –al –ly, condition –al –ly, adjourn–ment.
8. Depart –ed –ment, affirmative –ly, do –ing, hav –ing, think –ing, construction, instruction, intention, mention, resignation.
9. Institution, resurrection, indebtedness, probable, afterwards, upward, postal-card, post-pone, inhabitant, manufacture.
10. Add, admit, advise, (ce), addition, address, attend, attention, apparatus, apparent, afford.
11. Afternoon, forenoon, enough, meanwhile, convenient, somewhat, something, sometime, release, earnest.
12. End, again, act, value, among, occasion, into, unto, unusual, territory.
13. Read, write, order, almost, largest, whose, times, advantages, dollars, longest.
14. Allow, allusion, aggregate, out-lay, out-put, hopeless, obviate, taken, remnants, remonstrate.
15. Early, Oysters, option, arrangements, indifferent, unsalable, occurrence, once, imagine, immense.

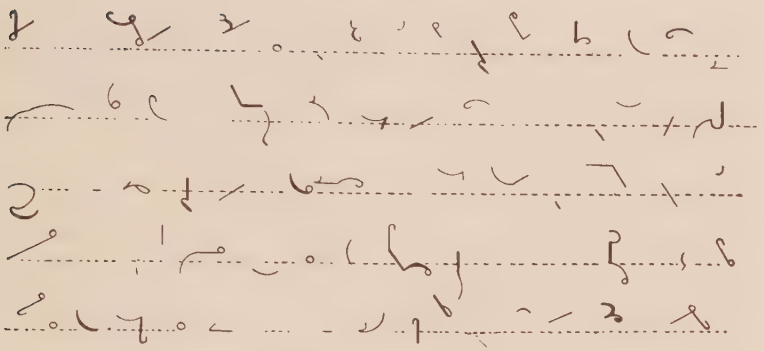
WORD-SIGNS.

1. Yours etc.
1. Yours truly.
1. yours very truly.
1. very truly, of it.
2. have had, have it.
1. very truly yours.
1. truly yours.
1. respectfully
1. yours respectfully.
1. yours very respectfully.
1. very respectfully.
1. very respectfully yours.
1. sincerely yours.
1. yours sincerely.
1. your obedient servant.
1. your humble servant.

3. at once.
3. at first.
1. at least.
3. at last.
3. at any rate.
3. at all events.
2. at the same time.
3. at some time.
1. it is meant.
2. what is meant.
3. it was meant.
1. it can only.
2. what can only.
1. it is only, it is in all.
2. it has only.
3. it was only.
2. had had, had it.
3. during it.
2. as had, has had.
1. said it.
2. has had it.
1. is said.
2. as said, has said.
3. was said.
1. be able to, being able to, been able to.
3. to be able to.

Other word-signs on pages 14, 34, 42, 52, and 53.

READING EXERCISE.



WRITING EXERCISE.

GENTLEMEN:—

We beg to confirm telegram sent-you this morning announcing-the election of John Smith as president and general manager of-the Maryland and Virginia Railroad. Mr. Smith is-a man of marked business ability and is very popular in Virginia, where his great grandfather figured prominently in-an affair which made-the name of Pocahontas immortal.

It-is thought-that-the stock of-the company will rise in value rapidly and we-would-advise that-you buy as much of-it as you-can at present prices.

Very-respectfully-yours,

QUESTIONS.

What is used for **mentality? Burg? Fully? Shency? Fulness? Ever? Ness? Bility? For? Soever? Mental? Selves? Shal? Bly? Inquency? Shently? Ful? Ship? Lessness? Inquent? Self?**

What is **v** used for? **F? B? Sh?** The **s circle?** The **ses circle?** The **ns circle? Ng? Sv? Sh half length with the n hook? M half length with the n hook?**

What syllables are sometimes omitted, and when?

For what and how should word-signs be formed?

LESSON X.—FIGURES – VOCALIZING.

119. **Figures.** **P** is used for **1**, **ch** for **2**, **r** for **3**, **f** for **4**, **v** for **5**, **k** for **6**, **sh** for **7**, **t** for **8**, and **n** for **9**. The **n hook** is used for **teen**; the **s circle** for **cipher**; the **ses circle** for **hundred**; **m** for **thousand**; **l** for **million,** and **b** for **billion.** Numbers can be represented very much more rapidly with these characters than with ordinary figures, and since they are easily learned, no one should neglect them.

120. **Cipher.** Wherever two straight letters having the same slant come together, the **s circle** is used between them as in 22, 33, 66, and 88 (see lines 8 and 9). The **s circle** may also be used in this way between other figures where it makes them more distinct, as in 58 and 46. This use of the **s circle** necessitates the use of the **ses circle** wherever a **cipher** occurs between two other figures, as in 106 and 309 (see line 13).

121. **Hundred.** After the **n hook** which is used for **teen,** the **ses circle** cannot be used for **hundred,** and in such cases a word-sign, **n half length** in the third position, may be used for **hundred**; as in 1700 (see line 15).

122. **Thousand, Million, Billion.** The sign **m** is only used when the number ends in **thousand,** and the same principle applies to **l** for **million,** and **b** for **billion.** The figures representing units, tens, and hundreds, are joined together as in 513 or 983 (see line 13). If a figure consists of a number of **thousands,** and a number of **hundreds, tens** and **units,** the figures representing **thousands** are written joined together, then a space of about a fourth of an inch is left, followed by the **hundreds, tens** and **units** joined together; as in 2,342, and 25,918 (see line 15). In a number containing **millions, thousands, hundreds, tens,** and **units,** the figures representing **millions** would be joined, then a space left; the figures representing **thousands** joined, and a space left; then the remainder of the figures joined. With larger numbers the same principle is used.

123. **Four Figures.** Numbers consisting of **four figures,** and read a number of hundred and something, as **eighteen hundred and ninety-two,** may be written all joined together; or where it will not join easily, the number of hundred may be written separately with the rest of the number close to it; as in **fourteen hundred and ninety-two** (see line 15).

124. **Instant.** **Instant** is added to figures represented by **straight letters,** by the **nst loop**; to **curved strokes** by simply the **st loop,** and **after teen** by the **n stroke with the st loop** (see lines 10, 11, 12).

125. **Ultimo, Proximo.** **Ult.** is represented by **l half length,** and **prox.** by **prx** (see line 13).

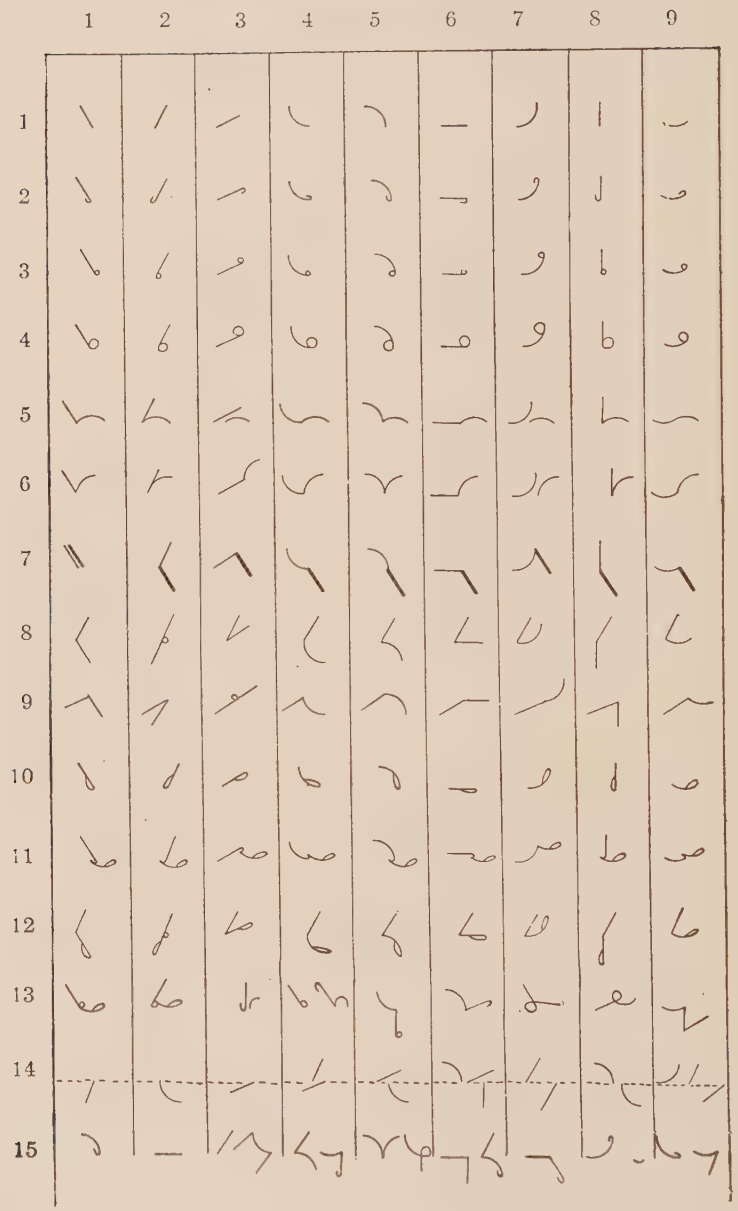
126. **Fractions.** When the **numerator** is **one** it should be omitted and the **denominator** should be written in the **fourth position.** In writing **mixed numbers,** a space should be left between the **whole number** and the **fraction** (see line 14).

127. **Ordinals.** In writing ordinals simply the figure is written, as the **th** can readily be supplied in reading (see line 15).

128. **Dollars** and **Cents.** In writing amounts consisting of both **dollars** and **cents,** the words **dollars** and **cents** may be omitted, and the omission indicated by simply leaving a space between the figures representing **dollars** and those representing **cents.** But if the amount is all **dollars** or all **cents,** the word designating which, should follow it.

129. **The only hook used in the figures** is the **n hook** for **teen.**

130. **Writing the Vowels.** Because the vowels are so well represented by writing the consonants in the three positions learned in the second lesson, it is very seldom necessary to write any vowel in a word, except that when a word begins with a vowel that vowel is frequently written. When it is necessary to write other vowels, if the vowel is to be read before the letter, it should be written to the left of the letters which are written up or down, and above horizontal letters. If the vowel is to be read after the letter, it should be written to the right of letters which are written up or down and under horizontal letters. When a vowel is to be read between a letter and a hook which is formed on it, the vowel should be written in the most convenient position, close to where the letter and hook join.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KEY.

1. One, 2, 3, 4, 5, 6, 7, 8, 9.

2. Eleven, 12, 13, 14, 15, 16, 17, 18, 19.

3. Ten, 20, 30, 40, 50, 60, 70, 80, 90.

4. One hundred, 200, 300, 400, 500, 600, 700, 800, 900.

5. One thousand, two thousand, three thousand, four thousand, five thousand, six thousand, seven thousand, eight thousand, nine thousand.

6. One million, two million, three million, four million, five million, six million, seven million, eight million, nine million.

7. One billion, two billion, three billion, four billion, five billion, six billion, seven billion, eight billion, nine billion.

8. Twenty-one, 22, 23, 24, 25, 26, 27, 28, 29.

9. Thirty-one, 32, 33, 34, 35, 36, 37, 38, 39.

10. First instant, 2nd inst., 3rd inst., 4th inst., 5th inst., 6th inst., 7th inst., 8th inst., 9th inst.

11. Eleventh instant, 12th inst., 13th inst., 14th inst., 15th inst., 16th inst., 17th inst., 18th inst., 19th inst.

12. Twenty-first instant, 22nd inst., 23rd inst., 24th inst., 25th inst., 26th inst., 27th inst., 28th inst., 29th inst.

13. Tenth instant, 20th inst., 18th ult., 10th prox., 480, 513, 106. 309, 983.

14. One-half, $\frac{1}{4}$, $\frac{1}{3}$, $\frac{2}{3}$, $\frac{3}{4}$, $5\frac{3}{8}$, $2\frac{1}{2}$, $5\frac{1}{4}$, $7\frac{2}{3}$.

15. Fifteenth, 6th, 2,342 — 25,918 — 5,000,408— 68,215,— 611— 1700— 1492.

ALPHABETIC LIST OF AMANUENSIS WORD-SIGNS.

When you have learned all of the word-signs on pages 14, 34, 42, 52, 53 and 62 practice writing this list of words. There is a word-sign for each of them, and you should practice them until you can write the entire list in less than ten minutes, and then read the entire list backward from your shorthand notes within the same length of time.

If you want to know whether or not you should know a word-sign for any word, you can ascertain by reading over the words in this list which begin with the same letter as the word you wish to know about.

A.—A, as, an, all, also, always, and, away, at, advantage, are, am, any, along, allow, another, apply, appear, able to, acknowledge, above, attention, advance-d-ment, advertise, again, arrange-d-ment, alone, apt, about, astonish--ed-ment, after, applied, accept, ability, accord-ing-ly, agent, account, around, amount, acquaint-ed-ance, assure, at hand, and contents noted, and contents carefully noted, and note contents, as his, as is, as it, and company, at once, at first, at least, at last, at any rate, at all events, at the same time, at some time, as had, as said, and oblige.

B.—But, before, beyond, being, behind, been, business, between, body, by return mail, but would, be able to, being able to, been able to.

C.—County, company, came, come, can, common, comply, compel, city, complied, complete, compelled, certain-ly, cannot, commence, consider, collect this, C. O. D.

D.—Dollar, deliver-y-ed, difficult-y, differ-ent-ly-ence, duplicate, department, duty, do it, Dear Sir, during it.

E.—Effect, each, ever, every, either, ease-y, equal-ly, enclose-ing, even, east, establish-ed-ment, expect, except, Express Co., Express Money Order, etc.

F.—For, fact, favor, from, feature, future, forward, frequent-ly-cy, F. O. B.

G.—Give-n, gave, general-ly, gentlemen, govern-ed-ment-or.

H.—His, has, hand, here, help, hope, had, her, him, heretofore, have, however, happen-ed, had had, had it, hundred, hereafter, half, hour, head, herewith enclose-d, herewith hand you, hear from you, his is, his has, has it, have had, have it, has had, has had it, has said.

I.—I, is, it, in, important-ce, improve-d-ment, if, issue, immediate-ly, impossible, influence, information, I am in receipt of, I am just in receipt of, in reply, in reply to, it was, in reference to, is his, is as, is it, it is meant, it was meant, it can only, it is only, it is in all, it has only, it was only, is said.

L.—Large, language, long, little.

M.—Much, many, make, move-d-ment, moreover, member, Mr., measure, My Dear Sir.

N.—Nothing, next, not, nature-d, number-ed, necessary-ity.

O.—Of, or, ought, one, out, oblige, our, own, over, other, only, opinion, office, often, offer, old, opportunity, object, open, on, owe, ought to have, of it.

P.—Principle-al-ly, pleasure, particular-ly, please acknowledge, per annum, Post Office Money Order.

Q.—Quite, question, quantity, quarter-ly.

R.—Remember, receive-d, receipt, remittance, request-ed-ing, remark-ed-able-ably, respectfully.

S.—Should, ship-ped-ment, shall, subject, satisfy-ed-actory, sweet, settlement, spirit, surely, sincerely yours, said it.

T.—The, to, too, to be, take, to-day, together, thing, think, thank, them, thorough, truth, typewriter, to-morrow, thought, that, toward, took, to do, truly yours, to be able to, to hand.

U.—Up, usual-ly, us, use, until, unless, under, used, upon, United States.

V.—Very, very much, very truly, very truly yours, very respectfully, very respectfully yours.

W.—Was, why, where, when, who, whom, with, were, would, what, which, well, will, while, within, without, wild, world, water, wish-ed, We are in receipt of, We are just in receipt of, whether or not, with reference to, was his, was as, was it, we would, we are obliged, we are very much obliged, what is meant, what can only, was said.

Y.—You, year, yet, yes, young, your, your letter, your order, your favor, your communication, your esteemed favor, your esteemed order, you would, you will oblige, yours etc., yours truly yours very truly, your respectfully, yours very respectfully, yours sincerely, your obedient servant, your humble servant

SHORTHAND PUNCTUATION.

131. **Period, Colon, Semi-colon, Comma.** Ordinarily no punctuation marks are written in shorthand, but in all matter that is taken from dictation, the pauses in the speaker's voice should be indicated, as this will be an invaluable guide toward the sense of the matter and its proper punctuation when transcribed. When there is a full stop, as at the end of a sentence, the line should be left blank for the space of at least an inch. When there is a lesser pause in the voice or sense, as at a comma, semi-colon or colon, the space of half an inch should be left before the next word is written. Well written shorthand in which these pauses are indicated in this way can be read years afterward just as well as the day it was written, but poorly written shorthand in which the pauses are not indicated, can usually scarcely be read the day it is written. For example illustrating this method of punctuation, see the letters in shorthand on pages 72 to 89 inclusive.

132. **Interrogation Point.** Between a question and its answer a line about like **ch double length** is used.

133. **A dash** is represented by a **waved line.**

134. **Parentheses** and **Brackets.** Marks of parentheses and brackets are formed with **waved lines,** so as not to conflict with shorthand characters.

135. **Quotation Marks.** When it is necessary to use quotation marks, the ordinary quotation marks may be used.

136. **Repetitions.** It will sometimes occur that a whole sentence, or several words of a sentence are repeated, and in cases of this kind the stenographer should simply write the first two or three words of the repeated part, then use a waved line to represent the remainder of it.

137. **Success.** When the student has learned the lessons thoroughly his success will depend very largely upon his making neat characters, of correct proportionate length; placing them close together, so that as much as possible can be gotten on each line, thus avoiding loss of time in crossing the page to begin new lines; and spacing as above directed to indicate what words are connected in sense.

READING SHORTHAND.

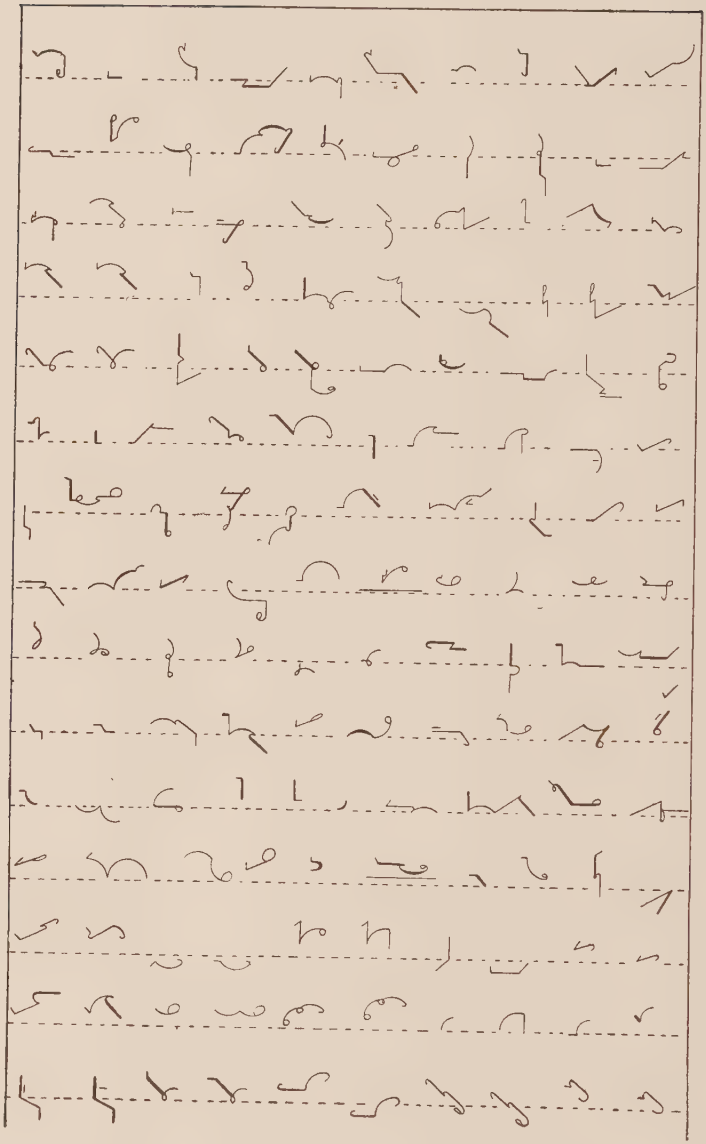
Read everything you write at least two or three times. The second and third readings will take but little time, and will help you a great deal, by making you familiar with the appearance of the words in shorthand so that you will recognize them quickly whenever you see them, thus increasing your ability to read your notes at sight. As you read, whenever you come to a character that is not formed correctly, cross it out and write it over; or if you notice, as you often will, that you have not used the best outline, or have not phrased where you should have done so, make the correction and practice the proper outline several times, so that when you have occasion to use it again, it will be familiar.

In transcribing your notes, you should always read a complete sentence in order to get the sense before beginning to write, and if you come to words that you cannot make out, you should read the rest of the sentence or letter and when you have gotten the sense of what follows, it will be easier for you to determine what they are. In reading, always think of the sense, and if there is only one word which you cannot make out, you can usually supply a word which will make sense, and by thinking over the different words which would make sense in any connection, you will almost always find that you have the outline for one of them.

Outlines that will not spell a word and make sense are often word-signs, so the first question when you come to a character you cannot read should be—what is it a word-sign for?

A rule for reading when everything else has failed, is to suppose if a character is light that it should have been shaded, and try to spell it in that way, or to suppose it should have been half length, and try to spell it, or that the hook or circle is the wrong size or on the wrong side; but it is a hundred times better to learn to form your characters so correctly that you will be able to read them just like print, and will not have to suppose that you made mistakes in order to be able to read your writing.

Students while learning, and stenographers anxious to increase their speed, will derive very great assistance, by thinking of the shorthand outlines for all of the words, whenever they are listening to conversation, or by picturing in their minds what each word would look like whenever reading print.



KEY.

1. Imitations, agate, affiliated, category, amateur, applicable, omit, iodine, panorama, Irish.

2. Calico, sedulous, anxiety, oleomargarine, disavow, accessories, aside, acidity, acute, curio.

3. Animosity, employees, acre, oxygen, pioneer, panacea, salutary, trio, referee, apartment.

4. Amiable, amenable, iota, oasis, domicile, inevitable, unavoidable, statute, statutory, obituary.

5. Parasol, parcel, dietary, abeyance, abstinence, acme, oozing, coagulate, tapioca, quietus.

6. Ontario, data, oracle, pyramids, oblivion, ado, alcohol, alienate, chaos, iron.

7. Attitude, idiosyncrasies, exodus, exigencies, accidental, alibi, ameliorate, tableau, oration, area.

8. Canopy, malaria, army, fluctuations, alive, analyze, analysis, ashamed, innocent, inkstand.

9. Assessed, assessments, assets, asserts, assume, assault, aggregate, adequate, automatic, inaugurate.

10. Iowa, Ohio, imported, automobile, arrest, ambitious, occupant, evidence, oranges, edges.

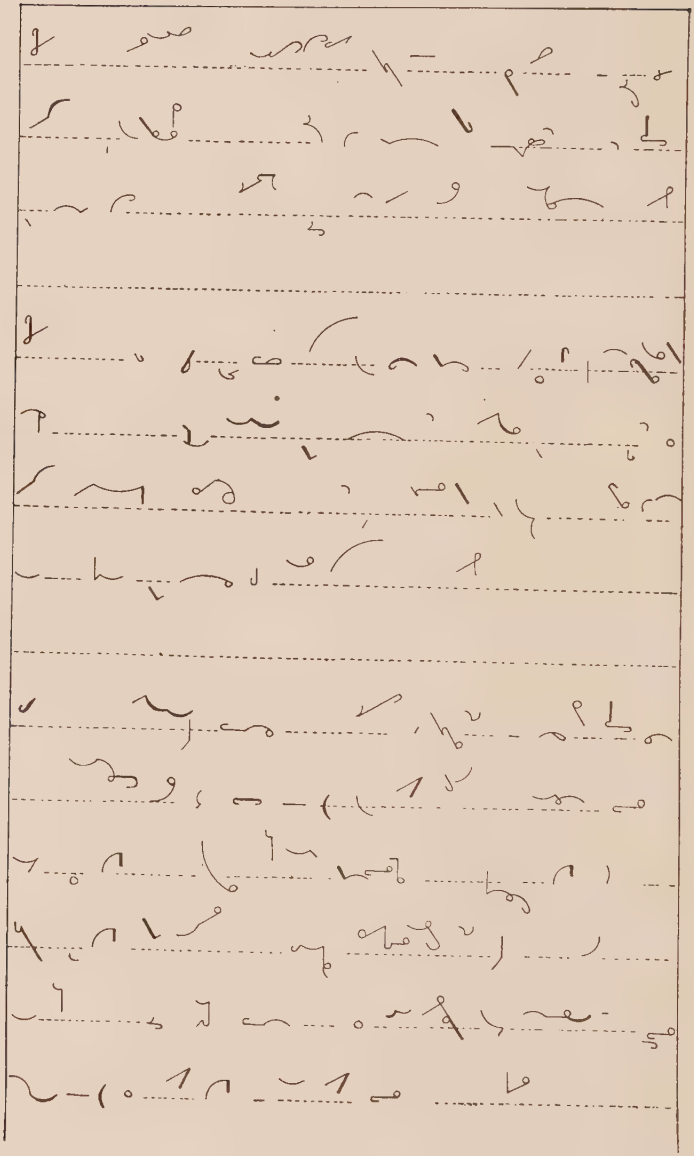
11. Afford, enough, elegance, ahead, headway, (head-a) aware, economy, admirable, icebergs, artistic.

12. Earnest, evolve, emphasis, arises, acquire, ignorance, obeyed, offense, editor, urge.

13. Irreverent, irrelevant, union, onion, utilize, utility, attached, accurate, earned, errand.

14. Irregular, illiberal, necessary, unnecessary, salesman, salesmen, load, lot, old, oiled.

15. Adapted, adopted, absolute, obsolete, collision, collusion, preparations, appropriations, oppression, operation.



DEAR-SIR:—

Yours (of the) 19th-inst. in-relation (to the) Loan (to the) Raleigh Paper Co., has-been received, and would-have-been answered earlier but for absence (from the) city.

We-have laid the-matter before capitalists here, who decline to make-the loan. We-regret-that we-could-not meet your wishes in-this-matter.

Yours-truly,

DEAR-SIR:—

I-have just found-the enclosed letter from Mr. Bateman, which was delivered at my brother's office by mistake.

I-do-not-know anything about-the matter he refers to, but-if he has really rendered services he should, of course, be paid for-them. Please let me know what-you-know about-the matters contained in-his letter.

Yours-truly,

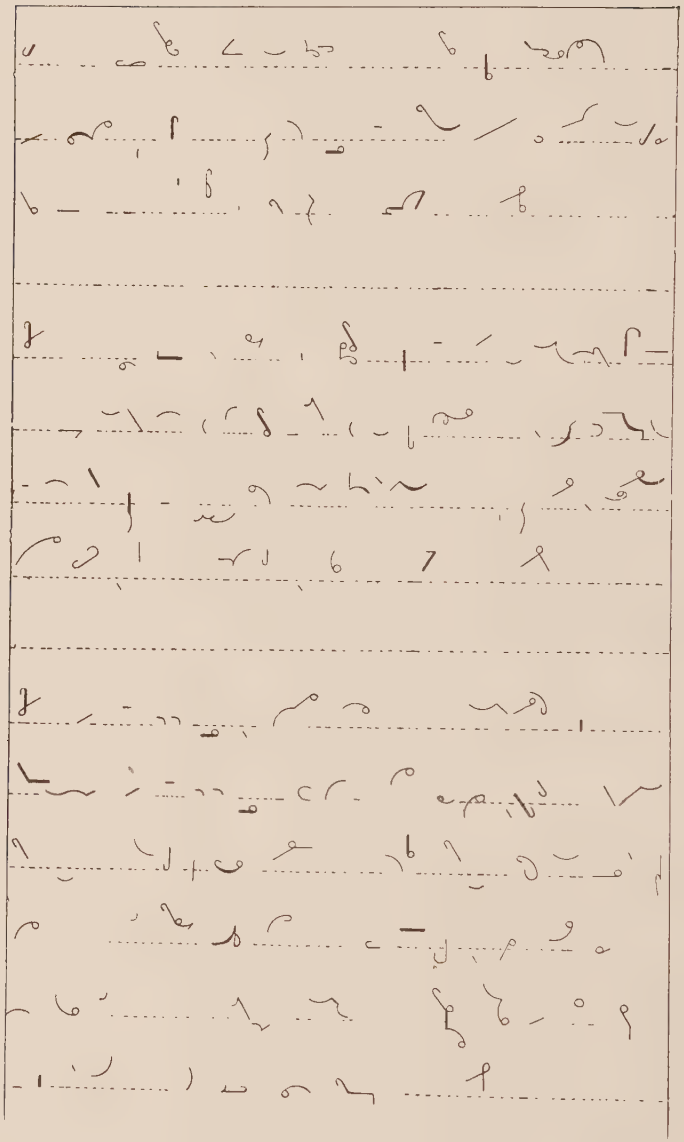
GENTLEMEN:—

Referring (to the) attached claims, we-return all papers herewith and most respectfully decline same. Investigation shows that-the grain came through from original point (of) shipment in-the-same cars in-which-it was loaded; if-there-was wheat in-the bottom (of the) cars (of) oats it-must-have-been loaded so, or-have-been-there when loaded by-the shippers

You-will-notice-that certificates (of) inspection herewith attached show no wheat.

We-cannot entertain-the claim as we-are-not responsible for-the mixing, on account (of) the cars having come through as originally loaded and in original cars.

Truly-yours.



GENTLEMEN:—

Enclosed please-find check in settlement (of) account. Please do-us the-kindness (to) let-us-have our samples without delay; also have goods on spring order as early in January as-you possibly can, or at-least a part of-them, and-greatly-oblige,

Yours-etc.,

DEAR-SIR:—

Some-time ago I sent-you a statement (of the) balance due on-your note in-favor (of the) Empire Drill Co. Can-you not pay me that little balance, and wipe that note out-of existence?

I assure-you, you-would confer-a favor on me by doing-so, and would-not-only save me-the time of writing, but also yourself the annoyance (of) receiving letters relative to it.

Kindly attend to this and-oblige,

Yours-respectfully,

DEAR-SIR:—

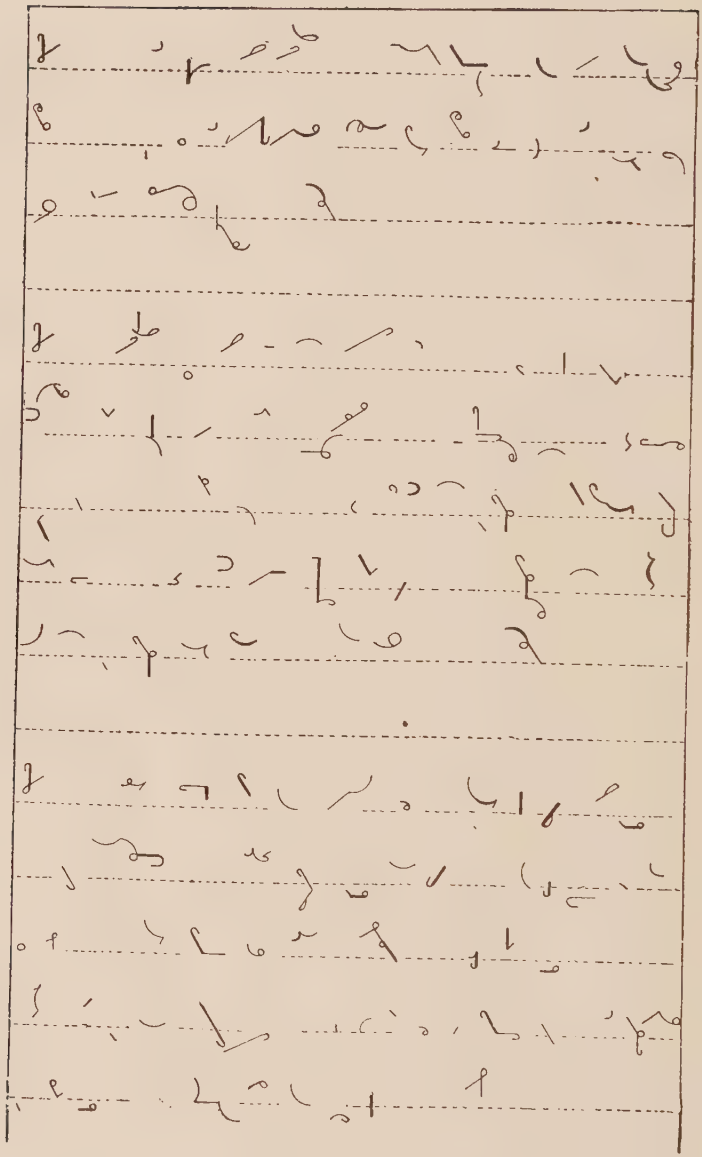
Rate on H. H. goods to Laurens, Miss.

In-reply-to yours (of) even date, beg (to) name-you rate on H. H. goods C. L. and less St. Louis to above point $1.39 per hundred, if taken at owner's risk; $5.00 per hundred valuation in case of total loss.

We present-the shortest line and-will give attention to such shipments as-you may favor-us with. We-hope (to) hear-from-you in-the-future.

Please-advise if-this rate is accepted, and date of shipment so we-can-have same protected.

Yours-truly,



DEAR-SIR:—

We duly received your-favor (of the) 4th-instant, and-in-reply beg (to) thank-you for your offer (to) furnish-us supplies, but as we already-have arrangements existing for-all-the supplies we-can use, we-are unable-to avail ourselves of-your services at-present.

Very-respectfully,

DEAR-SIR:—

Your-favor (of the) 18th-instant was received on my return here. I-will take up-the question (of the) liabilities of-the Danville Road with-the counsel (of the) receivers, and try (to) convince him that-the claims should-be paid. I-expect however, that he-will require me to proceed by filing-a petition in-the Court and-have-the question argued and-determined by-the Judge. Please-advise me whether-you wish me to proceed in-that manner if necessary.

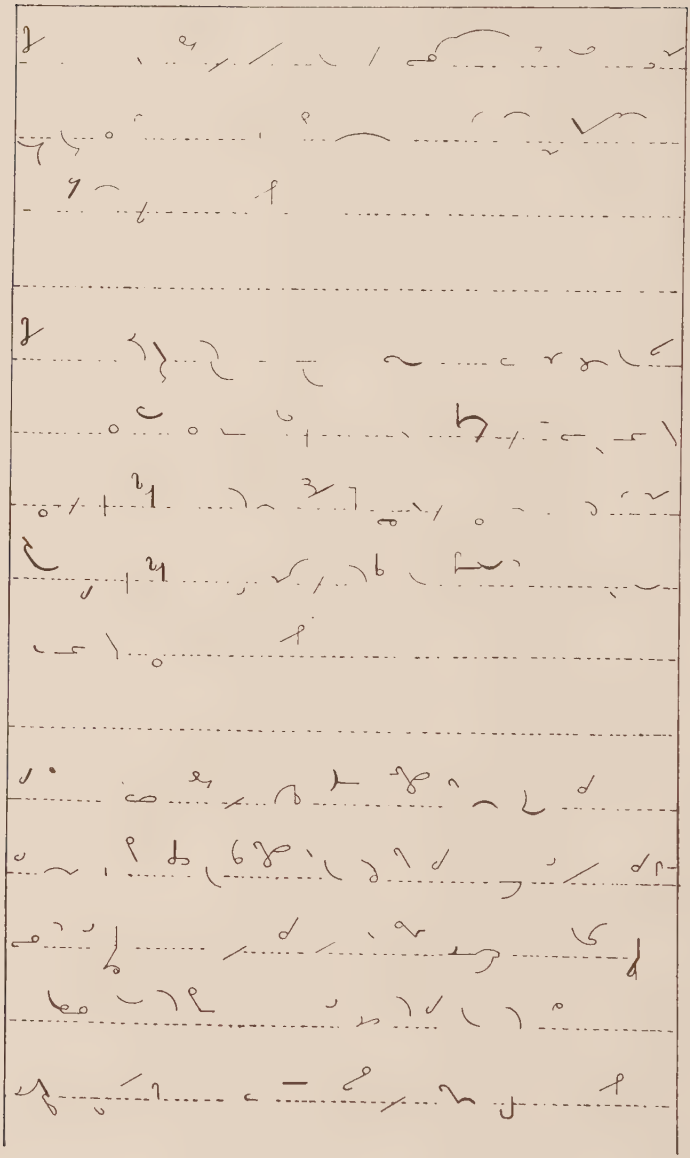
Very-respectfully,

DEAR-SIR:—

We-sent-you credit bill for 37 hose, thinking-you had just received the-goods. Upon investigation we-find-you purchased the-goods in January. They do-not color the feet as you-state. If-the black fades we-are-not responsible; we-do-not dye-the goods.

We-think-you ought to know better-than (to) return a lot of hose all broken up. We positively refuse to accept-the goods and ask-for remittance for amount due.

Yours-truly,



DEAR-SIR:—

I sent-you our order for two cars (of) lumber on-the 19th, and-have heard nothing from-you as yet. What is-the matter? Let me hear-from-you by-return-mail, and you-will-oblige me very-much.

Yours-truly,

DEAR-SIR:—

We-have both-the $\frac{5}{4}$ and $\frac{6}{4}$ moulding and-will hold the-same for your-order. As near as I-can find out the demurrage charged on car to Concord, Pa., was charged at Driftwood. Have made inquiry on-what grounds the charge was made; have-not yet heard. The-billing agent at Driftwood would hardly charge $5.00 for telegraphing here, to know where Concord, Pa., was.

Yours-truly,

GENTLEMEN:—

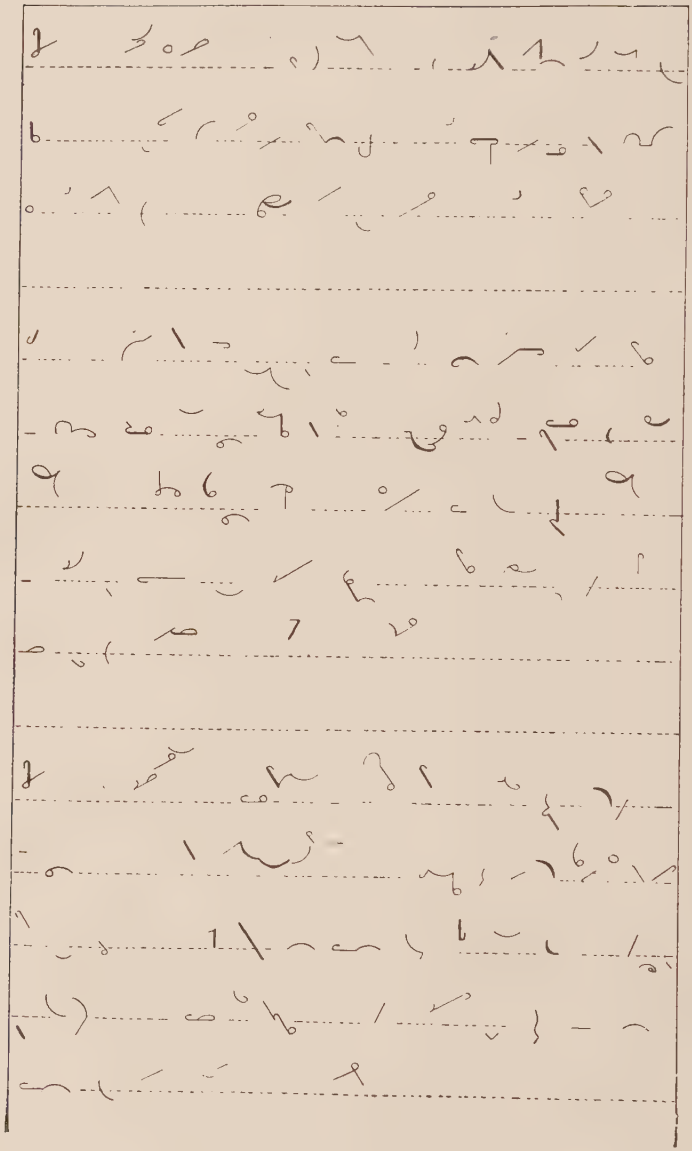
Enclosed we-send-you our latest circular and-price-list of-our improved Sewing Machines.

We-will make-you a special discount from this price-list, of $4.50 per machine, cash with order; machines delivered on cars here with attachments. Our machines are of superior workmanship, finely adjusted, first-class in every respect.

We warrant every machine for five years.

We-shall-be-pleased to-have your trade, and-will give your-orders our prompt attention.

Yours-truly,



DEAR-SIR:—

Your-favor (of the) 7th is received, and I-will say in-reply that we-shall-be ready (to) make shipment in-a few days, when your-order will receive our prompt attention. We guarantee our goods to-be exactly as we represent them.

Soliciting your future orders, we-are,

Respectfully-yours,

GENTLEMEN:—

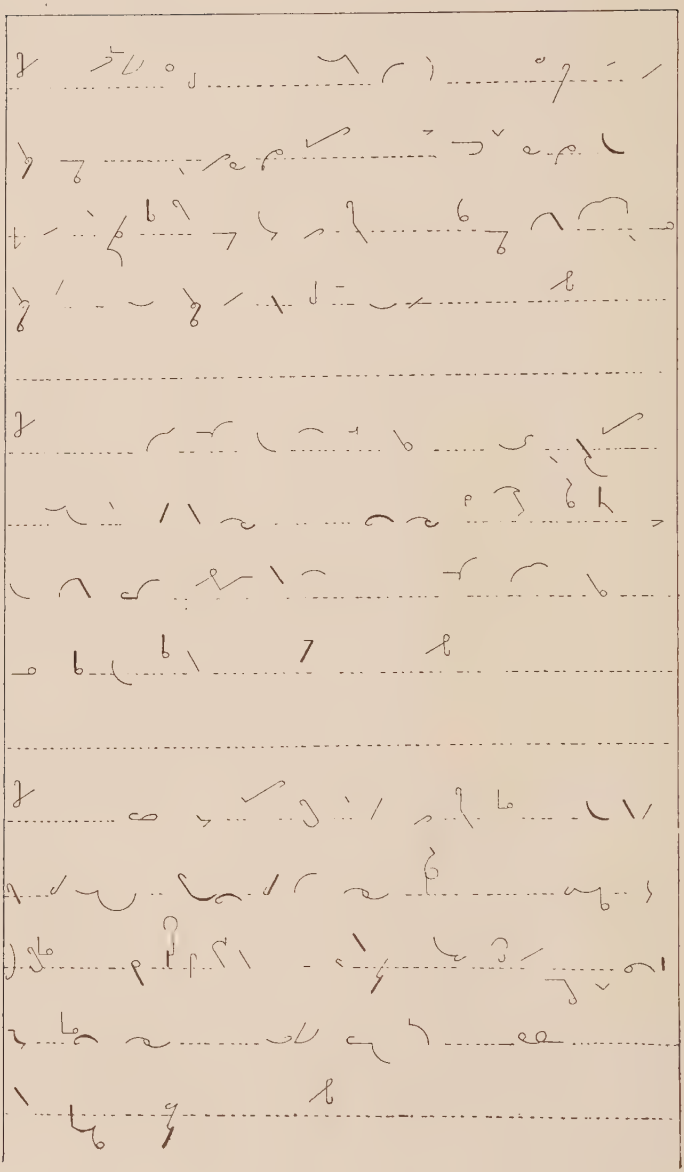
Will-you be kind enough to call and see Mr. Rogan of-your place and examine the-glass in some windows bought of-us, and-furnish-us with-the size and number (of the) glass that-are single strength. It-seems there-is some mistake; his order called for double strength, and we-wish to correct any error that-has-been-made. Please let-us-know how much it-will cost to-have them re-glazed, and-oblige,

Very-truly-yours,

DEAR-SIR:—

We-are-in-receipt (of) yours (of the) 9th, enclosing bill-of-lading and expense bill. We-find that-you-have-been over-charged on same. By referring (to) shipment (of) Sept. 6th, you-will-notice that-the rate, over this road, is $1.13 per hundred pounds. You-had better make claim for-the difference in freight which amounts to about $4.52. Enclosed find papers, which we-return to-you so-that-you can make claim from your end of-the road.

Yours-respectfully,



DEAR-SIR:—

Your-favor (of) Oct. 27th is at-hand. In-reply will say we-will charter you three passenger coaches to run (to) St. Louis and-return on-the occasion of-the St. Louis Fair at-the rate of $225.00 per coach for-the round trip. These coaches will-be limited to sixty passengers each, and no passengers are to-be taken on en route.

Yours-very-truly,

DEAR-SIR:—

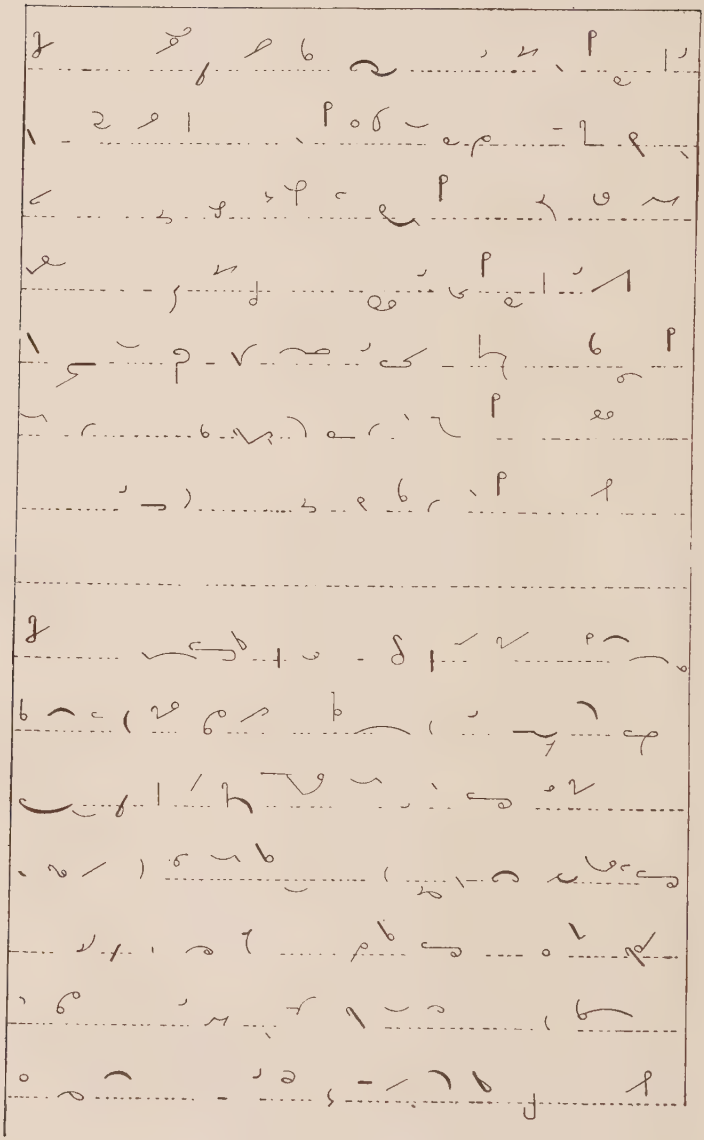
Will-you kindly favor me with-a pass, New-York to Buffalo and-return, in-favor of J. B. Maynard? Mr. Maynard is-an employee of-this department, and-the favor will-be gladly reciprocated by me. Kindly limit pass sixty days from Dec. 1st, and-oblige,

Yours-very-truly,

DEAR-SIR:—

Enclosed I-hand-you the-return portion of two round trip tickets, form "B 2, No. 12,947", belonging (to) Mr. John L. Mason, of-this-city. You-will-notice that-the eastern portion (of the) tickets has-been extended until April 1st, and I-will be very-much-obliged if-you-will extend your coupons to-the same date and-forward-the tickets (to) Mr. Mason, 1927 California Ave., San Francisco. By doing-this you-will-very-much-oblige,

Yours-very-truly,



DEAR-SIR:—

Yours (of the) 19th just received this morning. We wired-you the seed was-not what we bought, and we-would-not receive it. The seed is still in St. Louis on track subject to your-order. We-can-not understand why-you insist on-our accepting-the seed. We-have twice written-you the-reason, and also wired-you at-once, as-soon-as we found-the seed was-not what we ordered, being irregular in quality, and badly mixed with clover and timothy. There-is some seed in-the lot that-is poorer-than-the five sack lot of off-seed you-sent-us. We again say we-can-not accept this lot of seed.

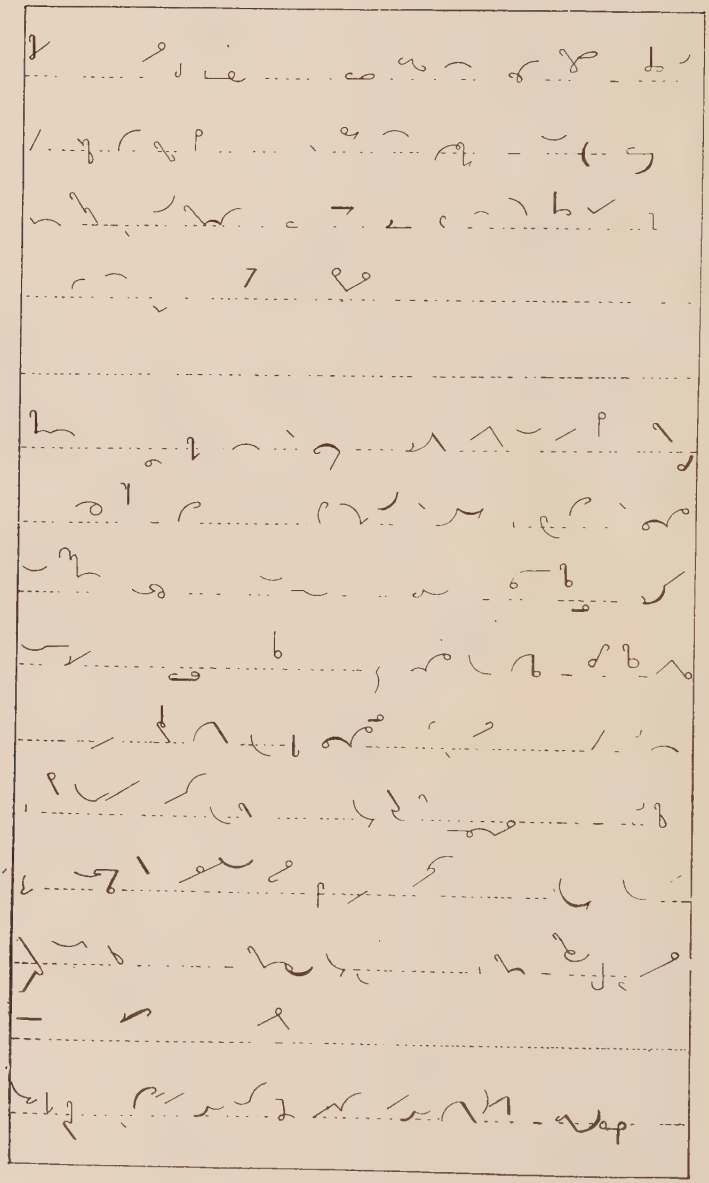
Yours-truly,

———

DEAR-SIR:—

The-matter (of) collection (of) past due notes and balances due on-your territory is-an important matter to-us. It-is important on-all other territories as-well-as your-own, and-it-is-a matter that we-are going (to) watch very closely in-order (to) know just what each traveler accomplishes in-the way of collections on-his territory. The profits are so slight in-the business now that we-must put more-than ordinary efforts on-our-collections. We-shall judge a man's worth as-much by-his collections as by-the number (of) machines he sells. We want-you to kindly bear in mind that this-matter is most important and we request that-you give-it your very best attention.

Yours-truly,



DEAR-SIR:—

Yours at-hand and-contents-noted. Enclosed you-will-find my wholesale price-list and discount sheet, which I-trust will prove satisfactory. I send-you my illustrated catalogue in another enclosure.

I-am prepared to ship promptly, and-will give-you work that-will meet every demand of-your trade.

Let me hear-from-you and-oblige,

Respectfully-yours,

DEAR-MADAM:—

Some-time during-the month of March we-shall-be represented in your city by-our agents, Misses Hyde and Lane. They-will have-the pleasure of showing-you a full line of samples in extreme novelties, in cotton, woolen, and silk dress goods, hosiery, neckwear, gloves, &c.; also models for ladies' and children's dresses and wraps.

Our display will-be from advance samples (of) goods yet to arrive, which we make a special effort (to) order early from abroad for-the benefit of-our customers, and we trust that-you-will encourage-us by reserving your-orders until our arrival.

Thanking-you for your patronage in-the past, and promising for-the future a prompt and personal attention to-all orders given, we-remain,

Yours-respectfully,

If-you-will-take-the trouble to learn (to) write your shorthand neatly and-at-the-same-time rapidly, your shorthand will-be easy (to) read and you-will-be-sure (to) succeed.

REPORTERS' WORD-SIGNS.

2. abandon -ment.

2. abandoned.

3. accountable -ability.

1. achieve -ment.

1. achieved.

3. addition. 1. condition. 4. edition.

2. administrator.

2. administration.

2. administrative.

2. administratrix.

2. age, advantage. 1. oblige, privilege, edge. 3. judge, large.

1. affection -ate -ly.

2. ambition.

1. angel. 3. evangel.

2. anger-gry. 3. hunger-gry.

1. annihilate -d.

1. annihilation.

3. announce -d -ment.

2. antagonize.

2. antagonist -ized.

3. anybody.

1. appoint -ed -ment. 3. punctual -ly -ality

4. apprehend -ed -sion. 1. comprehend -ed -sion.

2. approximate -ly -ed -tion.

2. archangel. 1. original.

2. architect -ure -al.

3. argument -ative.

2. assign -ment.

2. assigned.

2. assignee.

REPORTERS' WORD-SIGNS.

2. associate -d. 1. ease -y. 3. us, use.

2. association.

2. astronomy -ical.

2. attain, contain. 1. continue.

2. attained, contained.

1. attend, continued, content -ed -ment.

1. attainment.

3. atonement.

3. audience. 1. denominations. 2. providence.

2. author, other. 1. either. 3. another, thorough.

2. authority.

4. authentic -ity.

4. avail. 1. evil. 2. value.

1. avaricious.

4. aversion.

3. awful -ly. 2. follow -ing

2. awkward.

2. bachelor.

2. baggage.

2. bank. 1. combine -ation

2. bankrupt -cy.

2. Baptist -ized.

2. Baptism.

3. beauty, about. 1. habit, between 2. body.

1. because.

1. begin -ning.

2. began, again, organ.

3. begun.

2. behalf.

2. behave.

REPORTERS' WORD-SIGNS.

2. behavior.

1. believe -f.

2. belong -ed.

2. body. 1. habit, between. 3. about, beauty.

3. bookkeeper.

3. bookkeeping.

3. brethren.

3. brother, number. 1. liberty. 2. remember.

1. building, ability.

1. buildings, abilities.

1. busy -ness. 2. objects.

2. cabinet,

3. calculate.

3. calculation.

2. campaign.

2. capable.

2. Catholic -ism.

2. carnival. 1. Christian -ity.

2. carpenter.

1. chapter, each.

2. change, which.

3. charge, much.

2. characters -ize.

2. characteristic

1. children

1. Christian -ity 2. carnival.

1 Christians. 2. carnivals 3. occurrence.

2. circulate -ed.

2. circulation.

1. citizen. 2. satisfy -ed -actory.

REPORTERS' WORD-SIGNS.

	1. combine -ation. 2. bank.		1. congregationalist.
	2. complaint -ed, plaintiff.		1. consist, system.
	1. complied -ete -ed. 2. applied.		1. consisted.
	3. compelled.		1. consistent.
	1. comprehend -ed -sion.		2. constantly.
	1. conceive.		3. constitute.
	1. conceived.		3. constitution
	1. concern -ing.		1. constituent.
	1. concerned. 3. surround.		1. conscience.
	3. conclude -d. 1. equaled.		1. conscientious -ly.
	3. conclusion.		2. consecrated. 1. secret. 3. secured -ity.
	1. condition. 3. addition. 4. edition.		2. consecration. 1 secretion. 3. excursion.
	1. confident -ial -ly.		1. consequently. 3. subsequently.
	1. confidence.		1. consequence -tial.
	1. congregation -al -ism.		3. construct -ed, sweeter. 1. strength.

REPORTERS' WORD-SIGNS.

3. constructive.

3. construction.

3. consume. 1. similar -ity

3. consumed.

3. consumption.

2. contain, taken, attain. 1. continue.

2. contains, attains. 1. continuous.

2. contained, attained.

1. content -ed -ment, attend, continued.

1. continue. 2. contain, taken, attain.

1. continues -ous. 2. contains, attains.

1. continual -ly.

1. contrive.

1. convert -ed. 3. virtue.

1. conversion. 4. aversion.

2. co-operate.

2. co-operative.

2. co-operation.

2. correct.

3. corruption. 2. creation.

3. corruptive. 2. creative.

3. country, common. 1. county, company, kingdom. 2. can, came, come.

3. cover -ed -ing.

1. create, creature. 2. accord -ing -ly. 3. occurred.

2. creation. 3. corruption.

2. creative. 3. corruptive.

1. creature, create. 2. accord -ing -ly. 3. occurred.

2. cross-examine -ation.

2. cross question.

3. custom -er -ary.

REPORTERS' WORD-SIGNS.

3. customs -ers.

2. danger. 3. larger.

2. dangers -ous.

2. darkens -ness. 1. directness.

2. defend -ed -ant. 1. differ -ent -ly -ence. 3. advance -d -ment.

2. delay. 1. deliver -y -ed.

2. delayed.

1. delight -ed.

1. Democrat -ic -cy.

1. denominate -d -tion. 2. provident -ial.

1. denominations. 2. providence. 3. audience.

1. depend -ed -ent -ence.

1. derive.

2. derision. 1. direction. 3. duration.

1. describe, scripture. 3. secure.

1. description, secretion 2. consecration. 3. excursion.

1. descriptive, secretive.

2. devolop -ed -ment. 1. envelop -ed.

1. dignity -fied -tary. 2. dogmatic.

1. dilapidate -d -tion.

1. directness. 2. darkens -ness.

1. direction. 2. derision. 3. duration.

1. disappoint -ed -ment.

1. discharge.

1. discover -ed -y.

1. discriminate -d -tion.

1. disfranchise.

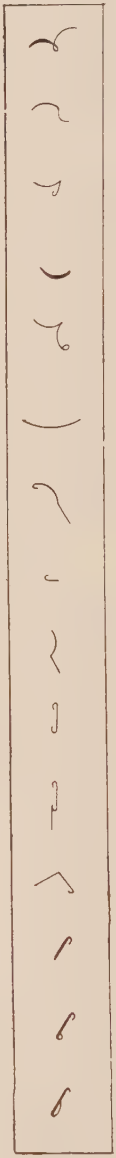
1. dismember -ment.

1. disobedient -ce.

1. disqualify.

REPORTERS' WORD-SIGNS.

1. disqualification.
1. dissatisfied.
1. dissatisfaction
1. disseminate -d -tion.
1. dissuade.
1. dissuasion.
2. doctor. 3. during.
2. dogmatic. 1. dignity -fied -tary.
3. doubtful. 2. dutiful.
3. downward.
3. duration. 1. direction. 2. derision.
3. during. 2. doctor.
2. dutiful. 3. doubtful.
1. edge, oblige, privilege. 2. age, advantage. 3. large, judge.
4. edition. 1. condition. 3. addition.



1. embezzle. 4. imbecile.
2. emphatic -ally.
2. enchant -ed -ment.
1. England -ish, thing. 2. language. 3. a -long -er.
3. enthusiasm -ast -ic -ally
1. entire -ly.
1. envelop -ed. 2. develop -ed -ment.
1. equaled. 3. concluded.
1. especial -ly.
2. eternal -ly. 1. internal -ly. 3. external -ly.
2. eternity.
4. European. 3. Republican.
3. evangel. 1. angel.
3. evangels -ize. 1. angels.
3. evangelist -tic.

REPORTERS' WORD-SIGNS.

3. evangelization.

3. evangelic. 1. angelic.

3. evangelical.

1. even -ing. 2. heaven -ly.

1. event -ual -ly.

1. everlasting.

1. evil. 2. value. 4. avail.

1. exaggerate -d.

1. exaggeration.

1. examine -d -ation.

2. example.

3. excursion. 1. secretion. 2. consecration.

2. explain -ed -ation.

2. explains.

2. exterminate -d -tion.

3. external -ly. 1. internal -ly. 2. eternal -ly.

2. extraordinary.

2. extravagant -ly -ance.

2. factor -y.

2. family -iar -ly -ity.

2. fanatic -al.

1. fidelity.

1. financial -ly.

2. follow -ing. 3. awfully.

2. followed.

3. found -ed -ation.

2. gather, gave. 1. give, -n 3. together.

2. general. 1. religion. imagine -ary -ation.

2. generals -ize. 1. religions. 3. imagines.

2. generalized. 1. religionist

REPORTERS' WORD-SIGNS.

2. generalization.

2. generation.

1. gentle -ly -men.
3. imagined, agent.

2. gentleman.

2. geography -ical -ly.

2. geology -ical.

2. gigantic.

2. glory -ied, 1. ugly.

2. glories -ious.

2. glorification.

2. grand-child.

2. grand-children.

2. grand-jury.

2. grandeur.

2. gratuitous -ly.

1. guilt -y.

1. habit, between.
2. body. 3. about. beauty.

1. habitual. 2. bodily.

2. haphazard.

2. happily. 3. publicly.

2. happiness, happens.

2. happier. 1. principle -al -ly. 3. appear.

2. hard-hearted.

4. haste. 1. east, establish -ed -ment. 2. astonish -ed -ment.

3. hasten.

4. hat. 1. it, time. 2. what, take. 3. at, out, took.

1. head-quarters.

2. heaven -ly. 1. even -ing.

1. history -ic -al.

1. hitherto

REPORTERS' WORD-SIGNS.

4. honor. 1. manner -ly. 2. owner.

4. honest.

4. honesty.

2. hope, happy, party. 1. help. 3. public.

4. humor. 2. Mr., remark -ed -able.

4. human -ity.

3. hunger -gry. 2. anger -gry.

3. imagine -ary. 1. religion. 2. general -ly.

3. imagined, agent. 1. gently -tle -men. 2. gentleman.

4. imbecile. 1. embezzle.

2. impose. 1. impossible.

2. imposed.

2. imposter.

3. inattention. 1. intention.

1. independent -ly -ence.

1. indifferent -ly -ence. 2. individual -ly -ity.

1. indignant -ly -nity.

2. individual -ly -ity. 1. indifferent -ly -ence.

1. influenced, next. 2. commenced.

1. influential

1. initial.

1. initiate -d.

1. initiation.

1. inscribe -d. 3. insecure

1. inscription.

3. insecure. 1. inscribe -d.

3. insecurity.

1. insignificant -ly.

1. insignificance.

3. instruct -ed -or.

REPORTERS' WORD-SIGNS.

3. instructive -ly.

3. instruction.

1. intemperate -ly -ance.

1. intention. 3. inattention.

1. internal -ly. 2. eternal -ly. 3. external -ly.

2. Jehovah.

3. Jerusalem.

3. Judge, large. 1. oblige, privilege, edge. 2. advantage, age.

3. judgment.

3. judiciary.

3 juncture.

3. jurisdiction.

3. jurisprudence.

1. jurymen.

2. juryman.

3. justification.

3. juvenile.

3. juxtaposition.

2. kindergarten.

1. kind-hearted.

1. legislature.

1. legislation.

1. legislative.

3. lengthy.

1. liberty. 2. re -member. 3. number, brother.

3. longest.

1. lymphatic.

1. machine

1. machines.

1. machinist.

REPORTERS' WORD-SIGNS.

2. magazine.

1. manner. 2. owner. 4. honor.

2. manufactory.

2. manufacture -d -ing.

2. mathematics -cian -ically.

2. maximum.

3. meanwhile.

2. mechanic -al -ly -ism.

2. memoranda. 1. minimum

3. memorandum.

1. merchandise.

1. mercy -ful. 2. remarks.

1. Methodist -ism.

1. minimum. 2. memoranda. 3. memorandum

1. misdemeanor.

1. misfortune.

1. mistake.

2. moderate -ly.

2. moment -ary -tum

2. nature -d- al -ly. 1. not 3. under, hundred.

2. naturalized.

2. naturalization.

1. neglect -ed.

2. nevertheless.

2. northeast.

2. northeastern.

2. northwest.

2. northwestern.

2. northward.

1. notwithstanding

REPORTERS' WORD-SIGNS.

2. object. 1. being, been. 3. to be.

2. objective.

2. objection.

3. occurred. 1. c r e a t e, creature. 2. accord -ing -ly.

3. occurrence. 1. Christian. 2. carnivals.

2. operation. 1. perfection.

2. organ, began. again. 1. begin -ning. 3 begun.

2. organs -ize. 1. begins.

2. organist -ized.

2. organization.

1. original -ly -ity. 2. archangel.

2. otherwise.

2. owner. 1. manner -ly. 4. honor.

1. owing, on. 2. and. 3. beyond.

1. oyster, yesterday.

2. parliament -ary -arian.

2. party, hope, happy. 1. help. 3. up, public.

2. pathetic -ally.

2. peculiar -ly -ity.

2. pecuniary -ily.

1. people, comply. 2. apply. 3. compel.

1. perfect -ed -ly. 2. perform -ed -ance.

1. perfection. 2. operation.

2. perform -ed -ance. 1. perfect -ed -ly.

1. perpendicular -ly -ity.

1. perpetual -ly -ity.

1. person, principles. 2. appears.

1. persons.

2. philanthropy -ic -ist.

2. phonograph -y-er-ic. 1. often.

REPORTERS' WORD-SIGNS.

1. physiology -ical -ist.
2. plaintiff, complaint -ed.
2. plaintiffs, complaints.
2. positive -ly.
2. possible -bly, p a r t i e s, hopes. 1. helps.
2. postmaster.
2. post-mortem.
2. poverty. 1. helpful.
1. preliminary.
1. president -ial.
1. prescribe.
1. preservation.
1. privilege, oblige, e d g e, 2. advantage, age, 3. large, judge.
2. profit -ed.
1. project-ed.

2. providence. 1. denominations. 3. audience.
2. provident -ial.
3. public, up. 2. p a r t y, hope, happy. 1. help.
3. publication.
3. published.
3. punctual -ly -ity. 1. appoint -ed -ment.
3. purpose.
1. pyramid.
2. qualification.
1. question -ed, quite. 2. quantity. 3. quarter -ly.
2. railroad.
2. railway
1. religion. 2. general -ly. 3. imagine -ary.
1. religions. 2. generals.
1. religious, privileges. 2. advantages, ages.

REPORTERS' WORD-SIGNS.

1. religionist. 2. generalized.

1. represent -ed. 3. republic.

1. representative.

1. representation.

3. republic.

3. Republican. 4. European.

1. respect -ed -ful.

1. resurrection.

2. revelation.

3. revolution

3. revolutionary.

4. revolutions -ize.

1. reverend -ence.

2. reward -ed.

2. sacred, consecrate -d. 1. secret. 3. secure -ity.

2. sanguine. 1. single -y -ular -ly -ity.

2. satisfy -ied -actorily. 1. city, citizen. 3. sweet.

2. satisfaction.

2. saviour. 1. several -ly.

1. scripture, describe. 3. secure.

1. scientific -ally.

1. secret. 2. sacred, consecrate -d. 3. secured -ity.

1. secretive.

1. secretion. 2. consecration. 3. excursion.

3. secured -ity. 1. secret, 2. sacred, consecrated.

1. self-preservation.

1. self-sacrifice.

1. self-same.

1. several -ly 2. saviour.

2. shorthand.

REPORTERS' WORD-SIGNS.

1. signify -ed. 2. signature.

1. significantly.

1. significance.

1. signification.

2. signature.

1. similar -ly -ity. 3. consume.

1. simple -ply -ify. 3. somebody.

1. simplification.

1. single -gly -ular -ly -ity. 2. sanguine.

1. situation. 2. satisfaction.

3. somebody. 1. simple -ply -ify.

3. sometime.

3. somewhat.

3. southeast.

3. southeastern.

3. southwest.

3. southwestern.

3. southward.

1. speak, speech, special. 2. spoke

1. spiritualism.

1. spiritualist.

2. spoke. 1. speak, speech, special.

2. spoken.

1. stenography -er -ic.

1. strength, 3. construct, sweeter.

3. subscribe -d -er.

3. subsequent -ly. 1. consequent -ly.

3. superintend -ent. 1. expect, except. 2. accept.

3. supernatural.

3. superscribe -d.

REPORTERS' WORD-SIGNS.

3. surround -ed -ing.

1. surprise.

1. suspension.

3. sweeter, construct -ed.
1. strength.

1. system.

1. systematic -ally.

1 sympathetic -ally.

2. tabernacle.

1. technical -ly -ity

1. temptation.

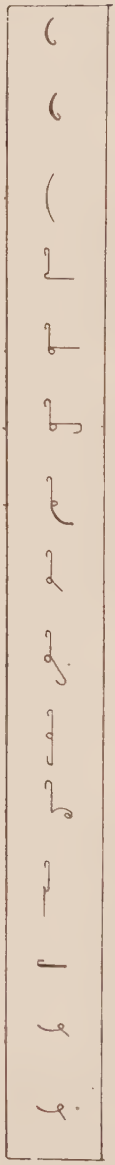
1. testament -ary.

2. testator

2. testatrix.

2. text-book.

2. theology -ical -ly.



1. therein.

2. thereon.

1. thither.

2. tranquil -ly -ity.

2. transcribe -d.

2. transcription.

2. transfer.

2. transport -ed -ing.

2. transportation.

2. transubstantiate -tion.

1. tremendous -ly

1. Trinity -arian -ism.

1. ugly. 2. glory -ied.

3. unexceptional.

1. unexpected -ly.

REPORTERS' WORD-SIGNS.

1. universal -ly.
3. uphold -held.
3. upstairs.
3. upward.
2. value -d. 1. evil. 3. avail.
1. vegetable -tate.
1. vegetarianism.
1. vice-president.
1. vineyard.
3. virtue. 1. convert -ed.
3. virtues -ous. 1. converts.
2. whereas.
2. withal.
1 within.
1. yesterday, oyster.

4. human soul.
1. Supreme Being.
2. Jesus Christ.
2. Lord Jesus Christ.
3. Jewish Church.
1. everlasting life.
1. everlasting love.
2. Roman Catholic.
1. President's message.
1. vegetable kingdom.
1. spinal column.
1. habeas corpus.
1. in the discretion of the Court.
2. may it please the Court.
2. may it please your Honor.

REPORTERS' WORD-SIGNS.

1. if it please the Court.

1. if it please your Honor.

1. gentlemen of the jury.

1. internal revenue.

1. joint stock company.

1. for examination. 2. for example.

1. of ours. 3. to ours.

1. of ourselves. 3. to ourselves.

1. of our own. 3. to our own.

2. plaintiff's machine.

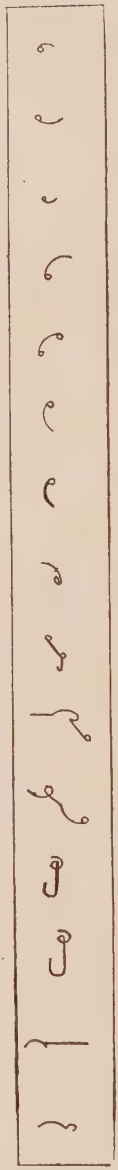
1. defendant's machine.

1. dwelling house.

2. the other.

2. as per.

3. just as long as.



1. is md. 2. ah md. 3. was md.

1. is in, his own. 2. ah no 3. was in.

1. is n, is in it. 2. ah n. 3. was n.

1. as well, as will 3 was well.

1. as well as.

1. as they. 2. as though.

1. is thr. 2. ah thr 4 was thr.

1. every nfs. 2. have nts. 3. however nfs.

3. Substantial identity.

1. Commissioner of Patents.

1. United States patent office.

1. in consideration, in the consideration.

2. in construction, in the construction.

4. human character.

4. human mind.

NOTE.—On this page Md stands for "made," Ah for "as or has," N for "not," Thr for both "there" and "other," Nts for "one of us."

REPORTERS' WORD-SIGNS.

	1. it o. 2. it c, it d. 3. it w. 4. it s.		1. why wr -u. 2. where wr -u. 3. when wr -u.
	1. it o to v. 2. it c v. 3. it w v. 4. it s v.		1. in this ks. 2. in that ks. 3. nth other ks.
	1. it o n. 2. it c n, it d n. 3. it w n. 4. it s n.		1. in any ks. 2. in either ks. 3. in neither ks.
	1. which o. 2. which c, which d. 3. which w. 4. which s.		1. nth first p. 2. nth second p. 3. nth next p. 4. nth last p.
	1. which o to v. 2. which c v. 3. which w v. 4. which s v.		1. oth one h. 2. on either h. 3. oth other h.
	1. which o n. 2. which c n, which d n. 3. which w n. 4. which s n.		3. such will.
	1. such o. 2. such c, such d. 3. such w. 4. such s.		3. such will have.
	1. such o to v. 2. such c v 3. such w v. 4. such s v.		3. such will not.
	1. such o n. 2. such c n, such d n. 3. such w n. 4. such s n.		3. such are.
	1. they o. 2. they c, they d. 3. they w. 4. they s.		3. such are not.
	1. they o n. 2. they c n, they d n. 3. they w n 4. they s n.		1. such a one
	1. there o. 2. there c, there d. 3. there w. 4. there s.		1. is such. 2. as such, has such. 3. was such.
	1. there o n. 2. there c n, there d n. 3. there w n. 4. there s n.		2. as such are
	1. which wr -u. 2. what wr -u. 3. they wr.		3. truth of it.
	1. we wr -u. 2. you wr. 3. but wr -u.		1. tell of it, it will v d.

NOTE.—On this page O stands for "ought," C for "could," D for "had," W for "would," S for "should," V for "have," N for "not," U for "you," Wr for "were," Ks "case," Nth for "in the," Oth for "on the," P for "place," and H for "hand."

WHAT EXPERTS THINK OF MODERN PITMANIC SHORTHAND.

From Luther W. Mendenhall, Official Stenographer, Court of Common Pleas, No. 3, Pittsburg, Pa.

"An examination of your text-book, 'Modern Pitmanic Shorthand,' leads me to conclude that it is a very superior system to many of those now taught, in that it seems to 'cut across lots' and gives the learner, at an early stage of his study, a knowledge of a brief reporting style, instead of requiring the student to wearily plod through a so-called 'corresponding style,' which he is obliged later on to abandon and forget when he takes up the briefer style. I believe that your system embodies all that you claim for it in your twelve reasons why it is the best Shorthand text-book ever published, given in the beginning of the work."

From F. Harlow Burch, Official Court Stenographer, Oconee Judicial Circuit of Georgia.

"I have delayed the acknowledgment of the receipt of 'Modern Pitmanic Shorthand' until I had time to make a thorough examination of the work. I am a 'Graham Writer' and have held the Official Court Reporter's position in the Oconee Judicial Circuit of Georgia for the past eight years. In passing upon this work I find that it is a wonderful improvement over any I have ever seen. I am especially pleased with your plate on numbers. Your 'X', 'Q' and 'RM' will be added to my own practice in the Graham Shorthand, as it will aid me very materially on account of the legibility it will give my work. I have two daughters who graduated at the Southern Shorthand Business University of Atlanta, under the Graham system, and they will also adopt your system as far as possible. I also have a son who contemplates making a stenographer of himself, and I am so well pleased with 'Modern Pitmanic Shorthand' that I will adopt it for his use and will cheerfully recommend it to others."

From Newton S. Wells, Official Stenographer County and Surrogate's Courts, Warsaw, N. Y.

"Copy of 'Modern Pitmanic Shorthand' has been received. From a somewhat careful examination of the work it seems that the best of many systems has been most advantageously and systematically combined, which will be of great benefit, not only to students, but to many who have had years of experience. Having more than twenty years ago learned the practical use of shorthand from books alone, I can appreciate more fully than I otherwise might the assistance that students may derive by the use of your work, especially if they are compelled, or desire, to learn without the assistance of a teacher."

From Col. Henry C. Demming, Official Court Stenographer of Fulton County (Harrisburg), Pa.

"Permit me to acknowledge the receipt of 'Modern Pitmanic Shorthand.' I think the work an admirable production and deserving a large sale. I have no doubt that every stenographer of years of practical experience would be able to find something in your book that, in his mind, could be improved upon; but, taking the book as a whole it is nearer perfection than any production on shorthand that has been in my possession for a long time."

From F. F. King, Official Court Stenographer, Fifteenth Judicial District of Nebraska.

"From such examination as I have been able to make I find very many beautiful forms, combinations, expedients, and short cuts which

the hard pressed stenographer so much delights to be able to call to his assistance at the right time. A person having no previous knowledge of shorthand and taking this work and mastering it, will, as you say, have the best of several systems, and hence a system unmixed, and can become a good, rapid writer. I note with pleasure many familiar forms which you have doubtless retained in your work for the reason that you considered they could not be improved upon, and I find many others which please me highly and the sight of some of them at once answers questions that have puzzled me at times.

I shall carefully preserve the work as a valuable addition to my shorthand library, and, when official duty will permit, I shall familiarize myself with many of its time-saving features."

From M. C. Hazen, Ex-Court Reporter, Norfolk, Nebraska.

"Sometime ago I received a sample copy of 'Modern Pitmanic Shorthand' and have examined it quite thoroughly. I am very much pleased with the arrangement of the book, and think it is a great improvement on the old system. I write the Ben Pitman system but would advise those studying shorthand to use your book. I especially like the arrangement and the clearness with which the principles are explained. Many of the shorthand text-books are so bulky and cover so much space with explanations that a person becomes discouraged before he commences."

From T. P. Kingsberry, Official Stenographer, Southern Judicial Circuit, Valdosta, Ga.

"I have been handed a copy of 'Modern Pitmanic Shorthand' by the Ex-Reporter for this circuit and I have examined the same and take great pleasure in saying it is shorthand simplified and that one can learn it with more ease than other systems. I think the questions following each lesson of untold value to the student and a great aid in mastering the 'Mystic Art.'"

From John C. Davis, Jr., Official Court Stenographer, Court of Common Pleas, Baltimore, Md.

"I have examined with a great deal of interest, and with some care, a copy of the revised edition of 'Modern Pitmanic Shorthand,' and it gives me great pleasure to commend the book as a text-book possessing many superior and valuable features.

The fact that your system is a happy combination of the best principles of such standard shorthand authors as Pitman and Graham, leaves no room for doubting its thoroughness in all particulars and sufficiently vouchsafes its capabilities as a rapid, legible and practical system of shorthand. Your method of arrangement of rules and principles, I consider, will lighten considerably the labor of the student in acquiring the art, and your advice after each lesson be of incalculable benefit to him in reaching the golden goal of success.

I shall be most happy to retain the copy you have so kindly sent me, considering it a valuable addition to my shorthand library."

From James E. Wilkinson, Official Stenographer, Superior and Criminal Courts, Baltimore, Md.

"Please accept my thanks for your 'Modern Pitmanic Shorthand' which you so kindly sent me a few days since.

From the examination that I have been able to make of it, I feel that it will fully meet the requirements of anyone contemplating studying the art of shorthand, and I cheerfully add my mite of commendation

for it, as I think it is at least the equal of any work that I have ever seen on stenography, being exceedingly well arranged and complete in its details."

From C. S. Chesney, Official Stenographer, City and Circuit Courts, Baltimore, Md.

"The fact that your system is based on the best that is to be found in several of the standard books on that art, places it, in my opinion, ahead of many others which are simply the outgrowths of one person's study and experience. The further fact that you practically do away with what is known as the corresponding style, and start at once to lay the foundation for practical reporting, will commend the method to all who are ambitious to become professional stenographers."

From Frank E. Nevins, Official Stenographer, Circuit Court, Division No. 5, St. Louis, Mo.

"I have examined with considerable care your work entitled 'Modern Pitmanic Shorthand.' There is no doubt in my mind that the composite system of shorthand you here present is of great practical value and possesses many advantages of arrangement and principles not to be found in any other.

I am sure that the student of shorthand who has talent enough to become a shorthand writer at all, can attain proficiency by the road you here point out, easier than by most any other—perhaps any other. I believe in uniformity of shorthand system, and I do not like any departure from established methods without manifest advantage. The changes you suggest seem to be entirely practical and well adapted to the purpose for which you intend them.

Altogether I am much pleased with your system."

From Frank P. Sharkey, Official Court Stenographer, Carbon County (Mauch Chunk), Pa.

"I beg to acknowledge receipt of your 'Modern Pitmanic Shorthand.' It is the sort of a book I have been looking for for some time. I have only had time to look through it, but can see that it is a volume that every stenographer will be glad to have."

From Alva O. Reser, Official Stenographer Tippecanoe Circuit and Superior Courts, Lafayette, Ind.

"I have examined 'Modern Pitmanic Shorthand,' and think it is very well arranged, and very practical."

From Thos. E. Newlove, Official Stenographer Municipal Court of Minneapolis, Minn.

"I desire to bespeak my highest commendation of 'Modern Pitmanic Shorthand,' not only to amanuensis stenographers, but to all ambitious individuals desirous of entering the arena of professional reporters."

From Wm. H. Faries, Official Court Stenographer, Seventeenth Judicial District of Pennsylvania.

"I was at once impressed with the concise and legible manner of its arrangement, and the many good points it appears to possess. Among the twelve reasons claimed as special advantages, the one which strikes me the most forcibly is the third. I think this is a decided improvement in the art of shorthand writing, and one which will lighten the labors of the students to a considerable degree. It has always seemed to me a waste of time to learn the long outlines, and then, after having acquired the reporting style, have no further use for them."